

# Campus Solicitation Policy

## Date

7/22

## Item

F.24

Unauthorized individuals, entities or their representatives may not engage in sales, peddling, soliciting, distributing, or posting of any materials, or use equipment or networks owned/operated by the University without written permission of the president of the University or designee. Any activity in violation of this policy should be reported to the President's Office.

Employees are not permitted to solicit employees or students or peddle any items, distribute or post any unauthorized material during working time, in work areas on University-owned or controlled property, or through equipment or networks owned/operated by the University without the written permission of the president of the University or designee.

Approved solicitations include the annual United Way campaign and various Foundation and University solicitations. Other activities may be approved for projects and/or programs that are of direct interest and value to the University. Employee contributions to charitable and welfare programs and activities are entirely matters of individual discretion.

The University of Southern Indiana and the USI Foundation strictly prohibit fund-raising activities which involve drawings, raffles, half pots, bingo, lottery, charity game nights, games of chance, or any scheme for distribution of prizes among persons who are paying for a chance to obtain a prize. Neither the University nor the USI Foundation is a qualified organization licensed by the Indiana Department of Revenue to conduct such activities. University and Student groups are encouraged to solicit funds in other ways. For information, contact the Director of Development.

The President's Office or the appropriate vice president must approve materials for approved campus solicitations.

Soliciting for monetary reasons or selling will not be permitted in public areas except in cases of Student Organizations whose activities are approved through the Center for Campus Life or other USI organizations as approved by the president or designee.

Groups or individuals holding events that include sales and soliciting activities must schedule the event with Special Events and Scheduling Services (SESS) and adhere to all applicable University policies, guidelines and procedures, including but not limited to:

- The use of sound equipment (TV, stereo, amplifiers and public address system) is restricted; permission must be obtained by SESS.
- Groups must display a printed sign no smaller than 18"x24" signifying the name of the organization hosting the sale or solicitation.
- For-profit entities must have a retail sales permit available at the scheduled activity.
- A currently enrolled student or University employee representing the sponsoring group or organization must be present at all times.

For policies related to sales and solicitation by students, see the *Student Rights and Responsibilities: A Code of Student Behavior* in the *University Bulletin*.