

Policies of the University of North Texas	Chapter 4
04.013 Solicitation	Administration

Policy Statement. The purpose of this policy is to create an atmosphere conducive to the pursuit of academic excellence, unfettered by extraneous outside interference, yet retaining the needed and beneficial attributes of the marketplace.

Application of Policy. All University. This policy applies to solicitation activities on the grounds or within any property under the control of UNT.

Definitions.

1. **Solicitation.** “Solicitation” is defined as the requesting of a University community member's time or resources for the betterment of another individual or group. Solicitation may involve both on and off-campus individuals or groups engaging in direct sales, recruitment, placing of signs and posters, and other activities resulting in the anticipated benefit of the individual or group.

Such anticipated benefits may be tangible or intangible. Of the latter, the benefit may be the solicited party's membership in the proffered organization, the avowal of the solicitor's beliefs, or a desired change in the solicited's behavior. Tangible benefits could be, but are not limited to, the change in possession of goods, or the exchange of services in kind or for items of material value.

For the purposes of this policy, a member of the University of North Texas community is defined as any student, faculty member, or staff member of the University. Visitors to the University can be considered as outside parties, third parties, or conference groups. Outside parties are those individuals from a recognized University organization in their solicitation efforts. Conference groups are those contracting campus facilities for temporary meeting purposes.

Procedures and Responsibilities.

1. **Policy.**

It is against the policy of the University of North Texas to freely solicit the students, faculty, staff and departments of the University. Certain solicitation activities are allowed on a regulated basis, however. Persons, groups or business organizations must adhere to one or more of the applicable policies listed below and explained in detail in the following

pages. Additional reference is given below to other items of policy, which may further describe or regulate solicitation activities.

Solicitation of Individuals: Individuals of the University community may be solicited for their personal business and interest under the limitations expressed in ITEM 1. Additional information is contained in the University Union House Guidelines and the Student Organization Handbook.

Solicitation by Student Groups: Organizations or groups may be free to sell products or services to members of the University Community under the limitations expressed in ITEM 2. Additional information can be found in the Student Organization Handbook and in the Union House Guidelines.

Sales by Sponsored Outside Groups: Campus organizations or departments contract with third party groups to sell merchandise under the sponsorship and cooperation of the group, as found in ITEM 3.

Additional information can be found in the Union House Guidelines.

Sale of Food: Individuals or organizations wishing to market food or beverage on the campus of the University of North Texas may do so under the limitations expressed in ITEM 4. Other references to this activity may be found in the Student Organization Handbook.

Solicitation of University Departments: University Departments may be contacted under this policy found in ITEM 5, Solicitation by Outside Salespersons.

Solicitation Policy for Housing and Residence life: Solicitation within the Residence Halls is detailed in ITEM 6.

Solicitation by Conference Groups: The rights of groups using University facilities for their meetings are described in ITEM 7. Additional information and regulations regarding the use of the campus by conference groups can be obtained from the Center for Continuing Education and Conference Management in the School of Community Service.

Appeal Privileges and Procedures: Some of the Items above have limited appeals procedures. Beyond that found in individual Items, appeal procedures are described in ITEM 8. Students may be entitled to appeal certain policy and decisions as described in the Code of Student Conduct in the Student Guidebook.

Posting of Signs, Posters and Advertisements: Additional information on this topic may be found in UNT Policy 11.003, Signs, Posters, and Advertisements and in the Student Organization Handbook.

Distribution of Literature: Groups desiring to distribute literature to the University community may do so only from assigned tables or stations. Direct hand out of literature is not allowed. Rather, the literature must be placed on permitted tables for passers by to take at their discretion. Additional information can be found in ITEMS 2, 3, and 6 of this policy, as well as the Student Organization Handbook.

Off-Campus Speakers: The criteria for off-campus speakers can be found in ITEM 1 of this policy concerning Solicitation of Individuals.

ITEM 1: Solicitation of Individuals

Definition: Individual refers to any student, faculty member, or staff member of the University, their invited guests or visitors to the campus.

Scope: This policy applies to all areas of the University.

Intent: The intention of this policy is to afford the members of the University community the uninterrupted opportunity to pursue their academic careers and accomplish their assigned tasks.

Policy: Only the UNT Bookstore, University Union, Athletic Department, Director of the Coliseum, the Advancement Office, other UNT Departments as approved by the appropriate Vice President or firms contracted by or through the UNT Bookstore, University Union, Athletics, or the Director of the Coliseum are eligible to solicit individuals on University property without prior approval. With the specific exceptions listed below, it is against the policy of the University of North Texas for anyone to solicit in person individuals of the University community for their personal business or interest.

University Sanctioned Charitable Drives: Charitable and certifiably non-profit organizations may solicit on the University campus and utilize University facilities for solicitation of faculty, students and staff under guidelines and conditions of approval issued by the Office of the President of the University.

Manned Tables or Stations: Sales of merchandise, distribution of literature or recruitment of members may be done from stations or tables approved by the appropriate departments. Sales of merchandise are normally approved only for the premises of the University Union or Residence Halls. With the approval of the building representatives, student groups may be able to use manned tables for recruitment of members or distribution of literature in other University buildings. Guidelines for this activity in the University Union are contained in ITEMS 2 and 3 of this policy. Housing policies are contained in ITEM 6 of this policy. Sales to Organization Members: Organizations may sell emblematic and other organizational material to their members at scheduled meetings.

ORP Representatives: Representatives from University recognized firms offering Optional Retirement Programs may solicit eligible members of the University community by appointment. Further guidance for this activity is issued by the Human Resources Department.

Student Elections: During designated student election periods, candidates for student office may solicit the vote of other students. Guidelines and appeal procedures for this activity are provided by the Student Government Association. Appeal of decisions made under this policy would normally be made to the organization advisor.

Authorized Speakers: Persons who gain approval from the University to speak to the general populace on campus may do so under the restrictions of that approval. The sale of goods and services are strictly prohibited. Prior to speaking, the Dean of Students must be contacted for information and scheduling.

Appeal: For items in this policy not having a separate appeals procedure, appeals should follow the guidelines indicated in ITEM 8, Appeal Privileges and Procedures.

ITEM 2: Solicitation by Student Groups

Definition: A student group in this policy is one registered with the Student Activities Center, and that has met all the criteria required of that registration.

Scope: This policy applies to all areas of the University, except the Residence Halls. In the latter instance, please refer to ITEM 6, Solicitation within Residence Halls.

Intent: The intent of this policy is to permit registered campus organizations access to the campus in order to recruit members, promote the organization's activities, accept donations on behalf of a charitable organization, sell products the organization itself has produced or purchased and to pursue fundraising endeavors.

Policy: For student organizations to engage in solicitation activities, the following policies must be adhered to:

1. Solicitation for donations or the sale of merchandise is limited to the Courtyard, UNT Bookstore Mall and other locations within the University Union or the immediate grounds, as the Director of the Union might approve in writing. Activities designed to promote the organization or to recruit members are limited to the same areas of the University Union, but may extend to other areas of the University as well.

2. Approval to hold such activities must be secured in writing from the Student Activities Center designee, at least five working days in advance of the event. The Student Activities Center shall have three working days from receipt of the request to act on the request in writing. Failure to act on the request will be considered tacit approval.
3. If the organization wishes to hold an advertising or recruitment event in a building other than the University Union, approval of the Building Representative of the building where the event is to be held must also be secured in writing. Such approval must be submitted to the Student Activities Center prior to the event.
4. If the event involves the sale of merchandise, additional approval must be secured in writing from Business Services at least five working days in advance of the event. Business Services shall have five working days from the receipt of the request to provide a written decision. Failure to act on the request will be considered tacit approval.
5. All personnel involved in the activity must be from the membership of the student organization.
6. Tables for this activity must be reserved through the Union Scheduling Office or the appropriate Building Representative, if the event is not to be held in the University Union.
7. Persons manning the solicitation table must remain behind the table. Solicitation activities shall not disrupt traffic flow. Literature for distribution may be placed on the table for passers by to take at their discretion; it cannot be handed directly to the individual unless the individual requests the literature. Solicitation activities shall not disrupt traffic flow.
8. Sales are limited to non-food items. See ITEM 4 of this policy for the policy regarding the sale of food.
9. Failure to comply with any of these rules, or to abide by the conditions of the approvals in the Second, Third and Fourth items above, may result in the termination of the activity and prohibition of future solicitation activities by the Student Activities Center.
10. Additional information on this subject may be found in the Student Organization Handbook and the Union House Guidelines.

11. Appeal of any decisions made under this policy should be made in accordance with ITEM 8, Appeal Privileges and Procedures.

ITEM 3: Sales by Sponsored Outside Groups

Definition: A sponsored group is one which has contracted with a registered student campus organization or a faculty/staff organization to sell products (other than food) or services on the campus.

Scope: This policy applies to all areas of the University, except the Residence Halls. In the latter instance, please refer to ITEM 6, Solicitation within Residence Halls.

Intent: The intention of this policy is to allow campus organizations broader possibilities for fund raising than might be otherwise possible without the group enlisting outside assistance. It is not the intent of the policy to restrict this form of activity, but to regularize the process and to ensure that the interests of the University and the contracting campus organizations are protected.

Policy: For these types of activities to take place, the following policies must be adhered to:

1. Each sponsoring organization may contract with an outside party for no more than three such activities per semester.
2. Each event is limited to duration not to exceed three consecutive days.
3. Such activities are limited to locations within the University Union or the immediate grounds, as the Director of the Union might approve in writing.
4. Approval to hold such activities must be secured in writing from the Student Activities Center designee at least five working days in advance of the event. The Student Activities Center shall have three working days from the receipt of the request to act on the request in writing. Failure to act on the request will be considered a tacit approval.
5. If the event involves the sale of merchandise, additional approval must be secured in writing from Business Services designee at least five days in advance of the event. Business Services shall have three working days from receipt of the request to provide a written decision. Failure to act on the request will be considered a tacit approval.

6. A contract between the sponsoring organization and the outside party must be negotiated at least five days prior to the event. The contract must include the following:
 - a. A return of at least ten percent of gross sales to the organization with the concurrence of the Student Activities Center designee, a flat rate payment may be substituted in lieu of a percentage of sales.
 - b. Agreement to all terms of this section of the rules, as well as the general rules for solicitation.
 - c. An agreement to provide auditable receipts and records of the sale upon request.
 - d. The contract must be submitted to the Student Activities Center for inspection and approval five days prior to the event.
 - e. A member of the sponsoring organization must be present at setup and must periodically monitor the activity during the event. The sponsoring organization shall see that a "Solicitation Table Permit" or sign is displayed at the table giving the permit date, company's name, UNT sponsoring organization's name, contact name for sponsor, and contact phone number for sponsor.
7. The sponsoring group is responsible for any damage inflicted by the contracted group, as well as assuring their adherence to the rules in this section and the general rules for solicitation.
8. Sales will be limited to non-food items. The sale of any food product is solely within the purview of University Dining Services."
9. Failure to comply with any of these rules may result in the stoppage of the activity and abrogation of the contract.
10. Additional information regarding this activity is contained the Student Organization Handbook and the Union House Guidelines.
11. Appeals of this policy or of decisions made under this policy should follow the pattern indicated in ITEM 8, Appeal Privileges and Procedures.

ITEM 4: Sale of Food

Definition: Food is defined for the purposes of this policy as any prepared or prepackaged product designed for human consumption.

Scope: This policy applies to all areas of the University.

Intent: The intention of this policy is to assure that only safe, healthful and properly prepared food products are provided for sale to members of the University community, their guests, or visitors to the campus.

Policy: For this activity to take place, the following items must be adhered to:

1. Only commercially prepackaged food products or food prepared in a University of North Texas kitchen may be offered for sale on University property without approval under the Fourth item.
2. Proper temperature and sanitation during dispensing and storage of all food stuffs must be subject to the inspection of a University employed food service supervisor or faculty member.
3. Direct sale of food products and beverages by individuals, groups or companies not affiliated with the University of North Texas or such groups sponsored by a recognized University organization, without prior approval, is prohibited. This does not prohibit, however, the delivery of prepared food ordered by a member of the university community for their personal consumption. Delivery of food to dormitory residents is covered under the ITEM 6, Solicitation Within Residence Halls.
4. Deviations from this policy must be approved by the Director of University Dining Services. The University department or activity must first allow Dining Services to bid on the proposed offering. Secondly, the Director of Dining Services must certify that the proposed bidders have passed their most recent inspection by a state or local governmental inspector.
5. Appeals of the decisions of the Director of Dining Services or of this policy should follow the pattern indicated in ITEM 8 entitled Appeal Privileges and Procedures.

ITEM 5: Solicitation by Outside Salespersons

Definition: An outside salesperson is anyone representing themselves or a firm or organization wishing to do business with University of North Texas.

Scope: This policy applies to all areas of the University.

Intent: The intent of this policy is to allow the University the maximum beneficial recourse to the marketplace, yet to avoid any undue interference with the goals and mission of the University or members of the University community.

Policy: Firms and individuals offering goods and services for sale, lease or rent to the University may call on the faculty, staff and students of the University of North Texas only in their capacity as representatives of the University. With the exceptions noted in the section regarding solicitation of individuals, however, direct solicitation of faculty, staff and students for their personal business or interest is expressly prohibited.

Individuals and firms wishing to contact representatives of University departments and organizations must adhere to the following procedures:

1. Those individuals or firms offering to sell products and services to the University must first gain clearance from the Director of Purchasing or his/her designee.
2. Appointments must be secured with the desired departmental representatives. Direct door-to-door canvassing of departments, students, faculty and staff is prohibited.
3. Vendors must conduct themselves in such a way as not to interfere with the operation of departments, conduct of classes, or the normal flow of pedestrian and vehicular traffic.

The Director of Purchasing may choose to prohibit a salesperson, or the company represented, from calling on the University for repeated violations of the above policy. Appeals of such decisions should be lodged with the Vice President for Finance and Business Affairs, whose decision is final.

ITEM 6: Solicitation Within Residence Halls

Scope: This policy applies to all solicitation activities as defined in the General Policy, carried out in any Residence Hall or housing facility operated by the Department of Housing and Residence Life of the University of North Texas.

Intent: The intention of this policy is to provide a conducive atmosphere for students to pursue their educational objectives, free of outside interference.

Policy: with the expressed exceptions listed below, it is against the policy of the Department of Housing and Residence Life and the University of North Texas for any solicitation activities to take place within a housing facility of the University of North Texas, or on the grounds of those facilities.

1. Solicitation is limited to the lobby area of each residence hall and must have educational and/or charitable purpose. Door to door solicitation is specifically prohibited. Only those organizations listed below may solicit within the residence halls:
 - a. Within guidelines approved by the Director of Housing and Residence Life, hall directors may approve charitable and certifiably non-profit organizations to set up a table in the lobby of a residence hall to sell products and/or encourage membership or belief in the organization. Organizations are limited to a period of time not to exceed four hours, and a frequency not to exceed once per year. See ABC's of Residence Life for current information.
 - b. Companies offering optional utility services to students may set up a table in the lobby of a residence hall during registration and the first week of classes each semester to afford students the opportunity to establish service.
2. Printed materials cannot be placed under resident doors, except for material distributed by housing staff concerning University matters.
3. Individuals, companies or groups wishing to post notices in the residence halls must present the material to the front desk of each hall. Within guidelines approved by the Director of Housing and Residence Life, the Hall Director will determine whether the material has educational intent. If the material is determined to have educational intent, approval will be affixed to the lower right hand corner, and it will be posted for a maximum of two weeks. The notice to be posted may not exceed 25 inches of combined length and width. Notices posted without approval will be removed immediately by the hall staff.
4. Vendors who have been contacted by students wishing to purchase goods must go to the residence hall desk to telephone students to inform them that the products are available at the desk for pick up and payment. No deliveries may be made directly to students' rooms.
5. Party sales programs are prohibited in public areas and allowed in student rooms only when conducted solely by the student in his/her room. Such activity must cease by the time of the adopted quiet hour.
6. Violators of Housing and/or University solicitation policy may be 1) escorted from the premises by hall staff, 2) lose their solicitation privileges and/or 3) be charged for any damages caused by their failure to adhere to

the policies of Housing and Residence Life and the University of North Texas.

7. Appeals of decisions rendered regarding Housing policies and decisions should be made to the Office of the Director of Housing and Residence Life. Appeals of the decisions of that office, and of University Policy, should follow the pattern indicated in ITEM 8, Appeal Privileges and Procedures.

ITEM 7: Solicitation by Conference Groups

Definition: A conference group is defined as one using the facilities of the University under contract to the Center for Continuing Education and Conference Management or other University department.

Scope: This policy applies to all non-university groups using the facilities of the University of North Texas.

Intent: The intention of this policy is to allow the conference group the greatest flexibility and enjoyment possible in their utilization of University facilities, yet to protect the mission and purpose of departments within the University.

Policy: The sale of merchandise to any nonparticipant of the conference group is prohibited. The UNT Bookstore shall have exclusive right for the sale of textbooks or trade books. Conference groups may be allowed to sell only their emblematic and promotional material to members of the group in contracted University facilities so long as the following is adhered to:

1. Application to market its emblematic and promotional material must be made by the group to the Center for Continuing Education and Conference Management (CCECM), which will contact either the Assistant Vice President for Business Services or the Director of the Coliseum for additional approval. Application should be done early enough to be a component part of the contractual agreement with CCECM.
2. Approval of CCECM and either the Assistant Vice President for Business Services, Director of the Coliseum or the Athletic Department must be secured prior to the sale of any merchandise.
3. As part of the merchandise marketing approval, the conference group will be required to pay a percentage of gross sales as determined by either the Assistant Vice President Business Services or the Director of the Coliseum. It may be determined that a flat fee would be preferable to a percentage of gross sales.

4. The conference group must agree to provide sales records to verify the accuracy of the commission paid.
5. Conference groups may include memorabilia or other emblematic items as part of their registration fee with no percentage payment to the University. However, such items may not be sold to the participants separately without prior approval as stated above.
6. Appeal of these regulations, or decisions made under them, may be taken to the Assistant Vice President for Business Services, whose decisions will be final.

ITEM 8: Appeal Privileges and Procedures

Definition: "Appeal" is the right or privilege of the offended party to seek review of the policy or decision that they find objectionable.

Scope: This is the procedure to be followed in instances where individual items of policy do not include an appeals procedure.

Intent: It is the intention of this policy that all eligible appellants be given the rights of due process and a fair hearing of their grievance.

Policy: After exhausting the appeals procedure described in the individual items of policy, the appellant must follow the guidelines below, if that item of policy indicates use of this procedure. Failure to adhere to the procedures described in this policy may jeopardize the right of appeal.

1. The individual or group appealing must first exercise the avenue of appeal explained in the individual item of applicable policy.
2. Appeal of decisions rendered under the individual items of policy or of an individual item of policy must register an appeal with the Office of the Assistant Vice President for Business Services within three working days.
3. Within five working days of the appeal, the Assistant Vice President for Business Services or his/her representative, will convene a committee of one student (appointed by the Student Government Association), one faculty member (appointed by the President of the Faculty Senate), and one staff member (appointed by the Chair of the Staff Council) and a representative from the Student Activities Center to hear the case from both the appellant and the department concerned. The decision will be rendered the following working day.

4. The appellant will have three working days to register an appeal of any decision rendered by the committee for review by the Dean of Students. The appeal will be heard within five working days of registration. Dean of Students will have five working days to render a decision. The decision of the Dean of Students is final.

Responsible Party: VP Student Development

References and Cross-references.

UNT Policy 11.003, Signs, Posters and Advertisements

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Effective:

Revised: 5/96; 8/00; 11/04

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