

UNIVERSITY of NORTH TEXAS
Student Activities and Organizations
APPLICATION FOR SOLICITATION

P.O. Box 305069
 DENTON, TEXAS 76203-5069
 (940)565-3807

 DATE RECEIVED
(MUST BE RECEIVED 5 WORKING DAYS IN ADVANCE)

 NAME OF ORGANIZATION

 ORGANIZATION REPRESENTATIVE

 STUDENT PHONE No.

 ORGANIZATION ADVISOR

 STUDENT ADDRESS

 CITY

 STATE

 ZIP CODE

 DATE(S) OF USE

 TIMES

 LOCATION

 SELLING MERCHANDISE

 DISTRIBUTING INFORMATION

 SOLICIT DONATIONS

 DISTRIBUTING OF CREDIT CARD APPLICATIONS

 DESCRIPTION OF MERCHANDISE/INFORMATION

FOR USE WHEN CONTRACTING WITH AN OUTSIDE SALES COMPANY
A SIGNED CONTRACT MUST ACCOMPANY THIS PERMIT PRIOR TO APPROVAL

 CONTRACTING COMPANY

 CONTACT

 ADDRESS

 CITY

 STATE

 ZIP CODE

 PHONE

I UNDERSTAND THE UNIVERSITY POLICIES AND PROCEDURES REGARDING FUND RAISING ACTIVITIES AND/OR DISTRIBUTION OF FLYERS AND MATERIALS ON CAMPUS AND AGREE TO ACCEPT RESPONSIBILITY FOR THE OBSERVANCE OF UNIVERSITY POLICIES AND PROCEDURES. ALL RECEIPTS AND OPERATIONS ARE SUBJECT TO AUDIT BY APPROPRIATE UNIVERSITY OFFICIALS.

 PERSON RESPONSIBLE

 DATE

 ORGANIZATION PRESIDENT

 DATE

 ORGANIZATION ADVISOR

 DATE

 FACILITY APPROVAL

 DATE

 DIRECTOR OF BUSINESS SERVICES

 DATE

 APPROVED ()

 DENIED ()

 STUDENT ACTIVITIES AND ORGANIZATIONS DATE

 APPROVED ()

 DENIED ()

INSTRUCTIONS FOR COMPLETING THE SOLICITATION PERMIT

SOLICITATION REQUEST MUST BE COMPLETED NO LESS THAN 5 BUSINESS DAYS IN ADVANCE OF THE REQUESTED SOLICITATION/SELLING DATE(S).

1. THIS FORM MUST BE COMPLETED FOR ANY KIND OF SOLICITATION ON THE UNIVERSITY OF NORTH TEXAS GROUNDS.
2. FOR THE PURPOSES OF THIS APPLICATION, SOLICITATION IS DEFINED AS ANY ORGANIZATION'S ATTEMPT TO GAIN FUNDS, SUPPORT, MEMBERSHIP, CONTRIBUTIONS, ETC. FROM THE UNIVERSITY COMMUNITY. IF AN ORGANIZATION IS REQUESTING A TABLE IN THE UNION OR IMMEDIATELY ADJACENT TO THE UNION, A SOLICITATION PERMIT MUST BE COMPLETED AND APPROVED BY THE APPROPRIATE UNIVERSITY INDIVIDUALS.
3. IF THE SOLICITATION INVOLVES SPONSORSHIP OF AN OFF-CAMPUS BUSINESS FOR SALES, THE FOLLOWING STIPULATIONS APPLY:
 - ONLY THREE ACTIVITIES OF THIS NATURE PER SEMESTER ARE PERMITTED
 - TABLES ARE LIMITED TO THREE CONSECUTIVE DAYS.
 - A CONTRACT/LETTER OF AGREEMENT, SIGNED BY AN OFFICIAL OF THE OFF-CAMPUS BUSINESS AND THE ORGANIZATION'S PRESIDENT, DETAILING THE TERMS OF THE SPONSORSHIP (DATES, FINANCIAL TERMS, ETC.) MUST ACCOMPANY THE SOLICITATION APPLICATION.
 - THE DIRECTOR OF STUDENT ORGANIZATIONS AND THE DIRECTOR OF BUSINESS SERVICES MUST APPROVE THE APPLICATION BEFORE TABLE RESERVATIONS CAN BE MADE (THE DIRECTOR OF BUSINESS SERVICES SIGNS ONLY IF THE ORGANIZATION IS SELLING ITEMS).
 - THE INFORMATION REQUESTED ON THE SOLICITATION PERMIT MUST BE COMPLETE.
 - PRODUCTS MAY ONLY BE SOLD FROM A TABLE PROVIDED BY THE FACILITY.
4. SOLICITATION PERMITS MUST BE COMPLETED AND APPROVED BY THE APPROPRIATE UNIVERSITY OFFICIALS FOR THE ACTIVITIES OTHER THAN SPONSORING AN OFF-CAMPUS BUSINESS. (FOR EXAMPLE, A MEMBERSHIP DRIVE, A REQUEST FOR DONATIONS FOR A LEGITIMATE CHARITY, SALE OF PRODUCTS PURCHASED OR PRODUCED BY THE ORGANIZATION ITSELF IS CONSIDERED SOLICITATION). IN SOME CASES, THIS APPROVAL WILL INCLUDE THE DIRECTOR OF BUSINESS SERVICES. IN ALL CASES, THE APPROVAL OF THE DIRECTOR OF STUDENT ORGANIZATIONS IS REQUIRED.
5. TABLES ARE AVAILABLE FOR ALL SOLICITATION ACTIVITIES ON A FIRST COME-FIRST SERVE BASES.
6. AFTER THE DIRECTOR OF STUDENT ORGANIZATIONS HAS APPROVED THE SOLICITATION REQUEST, IT SHOULD BE TAKEN TO THE FACILITY, BY THE STUDENT ORGANIZATION.
7. RESERVATIONS MUST BE MADE IN PERSON AND THE APPROVED SOLICITATION FORM MUST BE SHOWN WHEN RESERVING TABLES.
8. A COPY OF THE APPROVED SOLICITATION FORM MUST BE PRESENTED AT THE TABLE AT ALL TIMES.
9. ORGANIZATIONS THAT HAVE HAD THEIR SOLICITATION REQUEST DISAPPROVED CAN APPEAL THE DECISION TO THE VICE PRESIDENT FOR FISCAL AFFAIRS. THE APPEAL MUST BE IN WRITING AND SUBMITTED TO THE DIRECTOR OF BUSINESS SERVICES (LOCATED IN CRUMLEY HALL) WITHIN 72 BUSINESS HOURS OF RECEIVING THE DISAPPROVED REQUEST.
10. PLEASE NOTE, OBTAINING A SOLICITATION REQUEST FORM DOES NOT MEAN THAT THE REQUEST HAS BEEN APPROVED. ONLY WHEN THE APPROPRIATE UNIVERSITY OFFICIALS HAVE SIGNED AND APPROVED THE ACTIVITY, DOES THE ORGANIZATION HAVE THE RIGHT TO RESERVE A TABLE.
11. ANY QUESTIONS REGARDING SOLICITATION SHOULD BE DIRECTED TO THE DIRECTOR OF STUDENT ORGANIZATIONS, UNIVERSITY UNION ROOM 216I, (940)565-3807.