

Solicitation Request Form

Name of Organization _____ Date _____

Type of Solicitation _____

Date of Solicitation: From _____ To _____

Time of Activity: From _____ To _____

Location of Activity _____

Individual Responsible for Activity:

Name _____

Address _____

Phone _____

Email _____

Student Affairs Approval _____

Advisor Responsible for Activity _____

All Faculty, staff and recognized student organizations may be permitted to hold fundraising events on campus under the following conditions:

1. All Faculty, staff and recognized student organizations may hold fundraising activities (solicitations) that are reasonable and appropriate. The activities are not to occur more than three times per semester and not to exceed three consecutive days per event. Fundraising activities (solicitation) shall be defined as (1) requesting donations without products or services being rendered or (2) activities which raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of Arkansas State University or for a selected philanthropic project of the organization. Fundraising activities may include university sanctioned philanthropic projects such as United Way.
2. The president (or designee) of a student organization will submit a solicitation request form for each fundraising event to the Leadership Center at least one (1) week prior to the requested date(s) of the fundraising. The Leadership Center will review the request for eligibility (recognized student organization/number of previous events held during the academic year). An off campus organization or business may not conduct the fundraising activity and then provide the recognized ASU organization a certain percentage of sales, income, etc.
3. The president (or designee) of a student organization will contact the appropriate dean or director of the site(s) at which the event is to be held to obtain site approval. Faculty and staff organizations will also be responsible for obtaining site approval from the appropriate dean or director of the site. Campus organizations who conduct fundraising activities are encouraged to use the Student Union or entrance lobbies to campus buildings.
4. Individual groups or organizations using a University facility are responsible for set up, take down, and clean up. Promotional materials, posters, signs, etc. should be in compliance with the established policies stated in the Student Handbook, or in the Operating Policies and Procedure Manual, Section 04-02. These policies, among other things, prohibit posting of signage on building surfaces. Clean up would also include removal of promotional materials, posters, signs, etc. Signs, banners, posters, promotional materials, etc. posted by the organizations should not directly or indirectly promote commercial enterprises not having existing contracts with the University.
5. The sale of food items may be restricted by the Director of Food Services if such items are considered to be unsafe for consumption. The sale or distribution of alcoholic items is prohibited.
6. All events are subject to general University policies contained in the Operating Policies and Procedures Manual and the Student Handbook. Failure to comply with University policies may preclude an organization from having additional fundraising events.

Commercial sales or solicitations by off campus organizations are not allowed on campus, including athletic events, at any time with the following exceptions:

1. Advertising in the Herald, KASU, or ASU TV
2. Free and open use of outdoor bulletin boards and designated indoor bulletin boards.
3. Solicitations by local groups are permitted on campus during the New Student Orientation, and the Community Fair, which must be coordinated by the Assistant Dean for Student Involvement.