

POLICIES & PROCEDURES

Solicitation Policy Security

Solicitation is defined as urging, inciting, requesting, promoting or advertising to a person or persons to purchase merchandise and/or services for personal profit or organizational gain. For the purposes of this policy, solicitation also includes any form of fundraising or posting of printed materials.

Solicitation Guidelines

1. Any person(s) or organization wanting to conduct solicitation on the Woodbury campus must request permission by using the Solicitation Request Application available from Student Affairs.
2. At that time a location will be assigned.
3. Approval for solicitation will be granted by Student Affairs. A confirmation will be issued within four working days.
4. The fee must be paid in advance to Business Office. The fee is \$100.00 per day with a two-day maximum per semester. Fee may be adjusted at the discretion of Student Affairs.
5. Solicitation Sponsorship: When a student organization sponsors an individual or for-profit company, it is suggested that ten percent of the gross sales will be paid to the student organization. Student organizations, faculty and staff are cautioned against any solicitation sponsorship without adequate research into the background and business track record of any company or individual seeking such sponsorship. Refer to event approval procedures for additional information.
6. Posting Policy: All materials to be posted must be submitted to Student Affairs for approval.

Limitations:

1. No person or organization given approval to solicit on Woodbury University's Campus may:
 - a) Interrupts the day-to-day academic and operational functions of the University or commit intentional acts that obstruct, disrupt, or physically interfere with the use of University premises, buildings or passages.
 - b) Engages in actions, which intimidate, harass, threaten or coerce any student, staff, faculty, vendor or guest of the University.
 - c) Solicits in residence halls.
 - d) Post materials on vehicles parked on campus.
2. Incentives, giveaway's, etc. may not be given in exchange for action.
3. Approval will be given if activities do not violate or conflict with the University mission statement or University policies, guidelines or other applicable laws; do not result in a breach of University contracts or compete with University or University-contracted operations; do not jeopardize public or individual safety; and are covered by insurance as deemed necessary by the University.
4. Student Affairs may deny approval for solicitation on any University facilities or grounds.
5. The University reserves the right to restrict access or immediately order the removal of any person(s) or vendor, sponsoring organization, etc. that is believed to behave in a manner not acceptable to the University community or if attempting to conduct business without prior approval.
6. Student Affairs may establish additional guidelines as needed for the facilitation of the vendors' activities.