**Accompanying Document to Off-Campus Solicitation by Student Organizations**

**UPPS 03.06.01**

**Off Campus Solicitation**

**Attachment II**

**OFF-CAMPUS SOLICITATION**

Texas State University-San Marcos must rely on the continuing generosity and good will of our local community, and so must the campus organizations. To assure the maximum private support for all campus organizations, a procedure for coordinating off-campus solicitations has been established, with these three steps:

1. All off-campus solicitation plans must be approved by the Director of the LBJ Student Center, Director of Campus Recreation or designee, and the Vice President for University Advancement. Blank Permit to Solicit Funds Off-Campus forms (note – this will be hyperlinked)can be obtained from the Campus Activities and Student Organizations office on the fourth floor, LBJ Student Center.

2. Upon approval of the plans, the permit will be issued authorizing off-campus solicitation.

3. The solicitor will present the certificate to a prospect as evidence that the University sanctions and endorses the activity for which funds are being solicited. All area merchants and businesses will be asked not to consider any solicitations unless the permit is presented.

By following these steps, organizational fundraising efforts can be accomplished more easily and effectively. Questions can be answered by calling the Office of the Vice President for University Advancement, 960 JCK, phone 245-2396.