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

**UPPS 03.06.01**

**Memorandum to Student Organization Presidents**

**Attachment III**

MEMORANDUM

TO: Student Organization Presidents

FROM: Denise M. Trauth

DATE: date

SUBJECT: Solicitation Permits

Just as this University must rely on the continuing generosity and good will of our local community, your organization will occasionally seek private support to maintain some of your activities. To assure the maximum private support and to maintain the best relations within our local area, the following procedures for coordinating off-campus solicitations for all of our campus organizations should be followed:

A. All off-campus solicitation plans must be submitted to and approved by the Director, 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) may be obtained from the Campus Activities and Student Organizations office on the fourth floor, LBJ Student Center.

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

Your fundraisers can proceed with the confidence that your solicitation has the sanction of the University. These steps should enhance your organization's potential for raising funds.

DMT:cp