**Off-Campus Solicitation by Registered UPPS No. 03.06.01**

**and Chartered Student Organizations Issue No. 8**

**Revised Date: 02/21/2020**

**Effective Date: 11/09/2015**

**Next Review Date: 07/01/2025 (E5Y)**

**Sr. Reviewer: Vice President for University Advancement**

**01. POLICY STATEMENTS**

01.01 The purpose of this policy is to provide Texas State University with a coordinated process for off-campus solicitation by registered and chartered student organizations.

01.02 This policy ensures that registered and chartered student organizations and local area merchants are aware of the off-campus solicitation policy and procedures.

01.03 In order to maintain the good will of our local community and assure maximum private support, the university will coordinate and approve off-campus solicitation by registered and chartered student organizations.

01.04 The vice president for University Advancement (VPUA) will coordinate the procedures necessary for implementation of this policy.

**02. PROCEDURES FOR IMPLEMENTATION OF THIS POLICY**

02.01 All registered and chartered student organizations desiring to solicit off-campus must obtain a [Permit to Solicit Funds Off-Campus](http://gato-docs.its.txstate.edu/vp-university-advancement/documents/Attachment-IV-UPPS-03-06-01-Permit-to-Solicit-Funds-Off-Campus0/UPPS%2003.06.01%20Permit%20to%20Solicit%20Funds%20Off-Campus.docx) form from the Student Involvement at the LBJSC office on the fourth floor, LBJ Student Center.

Completed forms, along with a draft of the requested letter or materials, must be submitted to the director of the LBJ Student Center, or designee, who will approve and forward to the VPUA for final approval.

02.02 The VPUA will approve all solicitation correspondence to vendors before distribution. If the solicitation is approved, the form must be shown to all merchants from whom funds are solicited.

02.03 The director of the LBJ Student Center, or designee, will maintain a calendar showing approved solicitation permits to ensure there is not mass solicitation at one time and to answer any questions that may arise.

**03. RATIONALE FOR APPROVAL OF SOLICITATION REQUESTS**

03.01 Approval of solicitation requests will be based on consideration of the following priorities:

a. activity for which funds are requested (i. e., charity, trip, dance);

b. value to the university;

c. frequency of requests from the same group; and

d. number of requests received during a stated interval of time.

**04. FORMS**

04.01 The forms referred to within this document are available on the University Advancement [website](http://www.ua.txstate.edu/).

**05. REVIEWERS OF THIS UPPS**

05.01 Reviewers of this UPPS include the following:

Position Date

Vice President for University July 1 E5Y

Advancement

Associate Director, LBJ Student July 1 E5Y

Center

**06. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Vice President for University Advancement; senior reviewer of this UPPS

President