SOLICITATION REQUEST FORM

Submit form to the Student Involvement front desk on the 4th floor of the LBJ Student Center 4-2.1 or fax it to 512-245-8245. Forms are due at least ten (10) business days before the requested solicitation date (weekends/university closures due to holidays excluded) and only for dates up to two consecutive weeks. All forms, policies, and procedures are subject to change and found at http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Solicitation.html.

Organization/Department: ____________________________ Abbreviation: ____________________________
Requested Dates: __________________________________________
Start and End Time: _________________________________________
Detailed description of event (e.g. vendor, sale, service, etc.): __________________________________________

Additional Information (check all that apply):
- Food Sales: attach food waiver with list of trained food handlers
  (gas grills only allowed from 11am-1pm)
- Beverage Sales: Coca-Cola products only (must have food waiver as well)
- Vendor Agreement (Chartered Student Organizations/Departments only)
- Other (explain) ____________________________________________
- Amplified Sound: attach amplified sound form
  (only allowed in LBJSC Mall and Amphitheater from 11am-1pm and 5pm-10pm)

Preferred Location (indicate how many spaces)*:
- Quad Space
- LBJSC Mall
- Bobcat Trail
- LBJSC Patio: LBJSC Covered Area**

**for LBJSC locations: tables and chairs may be requested through LBJSC Conference Services

Initial each below stating you have read and understand the following:
- A copy of any materials to be distributed is attached along with any additional paperwork.
- Amplified sound is NOT allowed in the Quad, Bobcat Trail, and LBJSC Patio. Amplified sound is allowed only in the LBJ Student Center Mall area and Amphitheater between 11:00AM-1:00PM and 5:00PM-10:00PM.
- The LBJSC Conference Services Office does not provide tables or any other equipment in the Quad, Mall, Bobcat Trail areas. If equipment is needed, contact Materials Management at 512-245-2294 at least 3 business days prior to the scheduled date. Fees may apply.
- A confirmation permit must be displayed at the table at ALL times. Any table not having a permit will be asked to leave.
- Permits will be emailed to the department representatives, student organization president/requester, and advisor.
- A member of the sponsoring organization or department must be present at ALL times. Additionally, a sign, indicating the name of the organization or department, must be displayed at the table.
- Organizations/departments must adhere to parking policies set forth by Parking Services at 512-245-2887.
- The organization will restore area to its proper state, such as removing refuse left from its operation.
- All policies and procedures have been read and understood.

Organization President (print): ____________________________ Phone: __________ Date: __________
Signature: ________________________________________________ TXST Email: __________________________

Coordinating Organization Member (print): ____________________________ Phone: __________ Date: __________
Signature: ________________________________________________ TXST Email: __________________________

Advisor or Department Representative (print): ____________________________ Phone: __________ Date: __________
Signature: ________________________________________________ TXST Email: __________________________

Student Involvement Designee Approval: ____________________________ Date: __________

Student Involvement @ LBJSC
(formerly Campus Activities and Student Organizations)
LBJSC 4-2.1
512-245-3219
getinvolved@txstate.edu
getinvolved.lbjsc.txstate.edu
SOLICITATION REQUEST FORM

PROCEDURES AND REGULATIONS

PROCEDURES
1. Complete this form in its entirety.
2. This form along with other necessary forms should be returned to Student Involvement @ LBJSC, front desk at the LBJ Student Center, 4-2.1, 10 Business Days (weekends and university closures due to holidays excluded) prior to the scheduled event. This includes: fundraising events, advertising and soliciting on campus, recruitment, etc. Incomplete forms will not be accepted.
3. All reservations are on a first-come, first-served basis.
4. A permit including approve date(s) and location(s) will be sent to the department and/or student organization representative. The permit must be displayed at all times.

REGULATIONS
1. No publicity items of any type may be taped, tacked, glued, or stapled to trees, fences, statues or to any brick, concrete or painted surface inside or outside of any university facility. Signs may not be affixed to tree trunks, fire hydrants or curbs.
2. Activities that mention lottery, raffle, door prize, or any references to a chance made on the admission ticket, stub, or any advertisement must have a sample raffle ticket submitted along with solicitation paperwork. Only charitable organizations may conduct a lottery or raffle. You can find more information at https://www.oag.state.tx.us/consumer/raffle.shtml. (UPPS 07.04.03)
3. This space is a 10 X 10 dimension.
4. Any give-away items free of charge, or for solicitation, must be in good taste and must not promote the use of alcohol, tobacco, or other drugs. Whenever possible, please support Texas State with your promotional materials.
5. San Marcos city ordinance prohibits publicity on any campus or city utility pole.
6. Groups soliciting may not interfere with the flow of traffic and must remain in the immediate area of their assigned table(s).
7. Amplified sound is permitted in the mall area from 11:00am to 1:00pm.
8. Amplified sound is NOT permitted in the quad or Bobcat Trail areas.
9. Use of obscene or libelous language or materials is not allowed.
10. Littering and defacing of university grounds is prohibited.
11. Distribution of food or beverages must be approved and a Waiver form must be completed. Note that only Coca-Cola products are allowed.
12. To distribute food, the student organization or department must have at least one (1) individual, at all times, at the table that has completed the Food Safety Training (UPPS 04.05.12) or has a Food Handling License on file with Student Involvement.
13. Any department/organization found in violation of policies may be asked to vacate its location, reservation will be cancelled, and may result in organization conduct procedures.
14. Further explanation of policies and procedures can be found on the solicitation website at http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Solicitation.html.
15. University Policies and Procedures regarding solicitation can be found http://www.txstate.edu/effective/upps/upps-07-04-03.html.
16. University Policies and Procedures regarding information only flyers and/or booths can be found http://www.txstate.edu/effective/upps/upps-07-04-02.html.
17. University Policies and Procedures regarding the Campus Expression area can be found http://www.txstate.edu/effective/upps/upps-07-04-05.html.

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