

### I. Overview

Without the prior written approval of the Chancellor, or the Chancellor's designee, no person shall solicit students, faculty, staff, or members of the public for any business or commercial purpose including, but not limited to the sale or purchase of any goods or services, in or upon any of the facilities owned, leased, operated or otherwise regularly occupied by the University of Arkansas Community College at Batesville (UACCB).

### II. Practice

#### General Guidelines

1. Outside organizations or outside individuals wishing to sell or solicit on campus must secure written permission from the Chancellor or the Chancellor's designee to solicit students, faculty, staff, or members of the public for any business or commercial purposes including but not limited to, the sale or purchase of any goods or services, in or upon any of the facilities owned, leased, operated or otherwise regularly occupied by UACCB.
2. Items may not be sold or solicited in classrooms, nor may items be sold or solicited door-to-door in any campus building by UACCB or outside individuals. (myUACCB replaced the intranet and employees no longer have access to post such items.)
3. UACCB employees are prohibited from using student workers to solicit on their behalf.
4. Drawings will be allowed on UACCB campus under the following guidelines: 1) Tickets (or chances) are available for a donation or a suggested donation, not a set amount of money or ticket price or 2) if an individual wants a ticket (chance) he/she must be able to receive a ticket (or chance) for no money.

#### Student Organizations

1. Student organizations may hold up to three fund-raising activities (solicitations) per year that are reasonable and appropriate given the organization's purpose. Fund-raising activities (solicitations) shall be defined as (1) requesting donations, without products or services being rendered or (2) activities which raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of UACCB or for the selected philanthropic project of the organization. Off-campus solicitations are not to occur more than once per year for each requesting organization.
2. A Student Organization Fund-Raising Request Form must be completed (this includes receiving all of the appropriate signatures) prior to any fund-raising activity being held. The Director of Development will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization). Outside firms, businesses, or agents are forbidden to solicit on campus whether it is through a regular employee of the company or a student representative, except where a written contract exists with the College.
3. All funds raised must be deposited into a student organization account which must be set up through the UACCB Business Office. Student organizations have one business day following a fund raising activity to deposit the funds raised into the account.
4. Promotional materials, posters, signs, etc. should be in compliance with the established UACCB Operating Policy 900.1 and as stated in the UACCB Student Handbook. These

policies, among other things, prohibit posting of signage on building surfaces. Clean up would also include removal of posting materials, posters, signs, etc. Signs, banners, posters, promotional material, etc. posted by the organizations should not directly or indirectly promote commercial enterprises not having existing contracts with the College.

5. The sale of food items may be restricted by the Vice Chancellor for Finance and Administration and must have prior approval. The sale or distribution of alcoholic items is prohibited.
6. All events are subject to general College policies contained in the Student Handbook. Failure to comply with College policies may preclude an organization from having additional fund-raising events.

#### Off Campus- Organizations

1. Solicitations for support of community non-profits on a collegewide basis are currently limited to United Way. Additional college wide solicitations must be approved by the UACCB Administrative Cabinet.
2. College employees who are soliciting for other charitable causes or civic organizations must first obtain permission from their area vice chancellor. Whether a charitable solicitation is a college-wide solicitation or one initiated by a UACCB faculty or staff member, no UACCB employee is obligated to personally support any solicitation.
3. Off campus organizations may not bring food on campus without the approval of the Vice Chancellor for Finance and Administration and must be in accordance with state health policy regulations.

### **III. Clarifying Points**

1. This policy is intended to provide managed opportunities for student organizations and local individuals to market products and services to the UACCB community while protecting students and employees from unwanted, intrusive or disruptive solicitations.
2. Solicitation- is defined as any effort to ask for support, donations or contributions of money, goods or services.
3. Agents and solicitors are not permitted in campus facilities for the purpose of sales or demonstrations without written permission of either the Office of the Chancellor or the Chancellor's designee.
4. Failure to comply with any regulations contained within this policy shall constitute grounds for UACCB to withdraw its permission to the UACCB or outside organization or individual for any further sale or solicitation on campus. UACCB also reserves the right to refuse permission when such sales or solicitations are in its view, inappropriate or not in its best interest. In the event that UACCB employees do not comply with this policy, it will become an employment issue and referred to his/her supervisor.

Adopted:           October 9, 2009

Revised:           June 24, 2015  
                      April 5, 2017

### Student Organization Fund-Raising Request Form

Student organizations are required to receive prior approval for all fund-raising activities. Once receiving approval a signed copy of this form will be kept in the Office of Development and forms will be emailed to the organization sponsor, the administrative assistant to the vice chancellor for student affairs and to the business office. Once the activity is complete, the student organization has one day to deposit funds into the student organization account. At that time, a business office representative and a student organization representative will complete the bottom portion of the form. For additional information regarding fund-raising activities see UACCB Operating Procedure 240.0, On and Off Campus Solicitations.

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

How many fund-raisers has the organization held this academic year? ☐ 0 ☐ 1 ☐ 2

Please describe the fund-raising activity.

\_\_\_\_\_

Will the activity be held ☐ on campus or ☐ off campus?

If being held off campus, please list location of activity. \_\_\_\_\_

How will funds raised be used?

\_\_\_\_\_

Does the organization want to contact area businesses for donations? ☐ Yes ☐ No  
No business should be contacted until approval from the Director of Development has been received.

If so, please provide a list of businesses that will be contacted.

\_\_\_\_\_

\_\_\_\_\_

Organization President (or designee) and Date \_\_\_\_\_

Organization Sponsor and Date \_\_\_\_\_

### Facilities Use / Food Services Request Approval

\_\_\_\_\_

IH Coordinator (or designee) and Date

\_\_\_\_\_

Vice Chancellor for Finance and Administration and Date

All signatures are required before the form is submitted to the director of development for final approval.

Approved: ☐ Yes ☐ No Director of Development \_\_\_\_\_ Date: \_\_\_\_\_

### For accounting purposes:

Amount of Deposit \$ \_\_\_\_\_ Deposit Date \_\_\_\_\_ Receipt # \_\_\_\_\_

Business Office Representative and Date \_\_\_\_\_

Student Organization Representative and Date \_\_\_\_\_

Expenses should not be paid out of the funds raised.  
They should be submitted to the business office for payment through the student organization account.