

SOLICITATION REQUEST FORM

Policies & Procedures

Solicitation is the sale of goods and/or services and can be provided through flyers and/or booths on campus. Solicitation is allowed to provide a source of financial support to student organizations. These funds are then used to by the organization to provide training, development and/or provide quality programming to students and the San Marcos community.

Who must fill out a Solicitation Request Form?

The sponsoring organization (registered student organization or university department) who wishes to solicit on campus should complete the solicitation request form (and other forms as applicable). Requests must be signed by the sponsoring organization's president or designee and faculty advisor before sending to the Campus Activities and Student Organizations office for space reservation and approval.

When must the Solicitation Request Form be completed?

All requests must be completed and turned in to the Campus Activities and Student Organizations office for processing a minimum of seven (7) days prior to the first date of event. All appropriate paperwork must be included to avoid a delay in the process. This includes food waiver forms (when food / drinks are provided for free or sale) and vendor agreement forms (see vendor policy page).

Where can the Solicitation Request Forms be picked up/approved?

Solicitation request forms can be downloaded from the solicitation website at <http://www.lbjsc.txstate.edu/solicitation>. They may also be obtained from the Campus Activities and Student Organizations office front desk, 4-2.1, in the LBJ Student Center.

Co-Sponsorship

Activities which are co-sponsored by registered student organizations or the university will be approved as long as all solicitation of the activity clearly identifies the organization sponsoring the event on all signs, tickets, or literature. Solicitation shall be conducted directly by the student organization members. Co-sponsorship with an auxiliary or affiliated group of suspended organizations is prohibited.

Setting up in the Quad

It is necessary that all vendors and sponsors set up so as not to interfere with the Tram route. For this reason it is important that all vendors/sponsors who set up in the Quad area to be set up no later than 7:45 a.m. Any vehicles that remain in a parking area or park to load/unload after 7:45 a.m. will be ticketed. This also applies to take-downs/departures. Booths should be removed AFTER 3:00 p.m. to keep from getting ticketed and so as not to delay the Tram schedule.

General Information

- The solicitation form must be signed by the president/designee and the faculty advisor of the sponsoring organization before it will be reviewed for approval.
- All groups/individuals must be sponsored. Individual students, faculty/staff members and/or vendors will not be allowed to sell goods/services without a sponsor and a vendor agreement form.
- All forms must be signed and submitted for approval to Campus Activities Office front desk, 4-2.1, a minimum of seven (7) days prior to the start of the event.
- Activities that mention lottery, raffle, door prize, or any reference to a chance made on the admission ticket, stub, or any advertisement must follow separate guidelines. Information for raffles can be obtained at the Campus Activities and Student Organizations office front desk, 4-2.1, or on the solicitation website.
- Use of sound equipment in conjunction with mall events must be approved by the Associate Director, LBJ Student Center.
- All reservations are subject to review/change.

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Booth Requirements

- Any registered organization may reserve an entire area, space permitting, for a big event (i.e. Paws Preview, Student Organization Fair, International Festival, Study Abroad Fair). Time frame for submitting forms is the same as solicitation.
- Each request cannot exceed five (5) consecutive days in any area.
- All reservations are on a first come, first served basis.
- Sponsoring organizations will receive their permit via e-mail before the first day of the reservation.
- Credit card companies will NOT be allowed to solicit on campus even with sponsorship.
- Solicitation in support of a political candidate for local, state, or national election may not be held in the mall area (see Student Handbook).
- Activities in all booths must be conducted in such a manner that it will not:
 - interfere with the academic or other institutional programs,
 - interfere with the free and unimpeded flow of vehicular or pedestrian traffic on sidewalks and streets and at places of ingress and egress to and from campus buildings,
 - use obscene or libidinous language or materials,
 - harass, embarrass, or intimidate the person or persons being solicited,
 - advocate the deliberate violation of a federal or state law or a published university policy,
 - constitute disorderly conduct, disrupt classroom discussion, impede maintenance of public order, or constitute a danger to the person distributing or disseminating material or to any other individual or group, or
 - litter the campus grounds.
- Amplified sound is NOT allowed in the quad area.
- Booths must meet fire and safety guidelines.
- Members of the sponsoring organization or university department must staff booths.
- Any organization, university department and/or vendor found in violation of policies will be asked to vacate its location and the current reservation may be cancelled.
- The Associate Director, LBJ Student Center, may make exceptions to the mall and/or quad policies to accommodate Student Center programming (i.e. Paws Preview, Student Organization Fair, International Festival, Study Abroad Fair, etc.).

Vendor Information

- Vendors or student organization representatives will receive a vendor permit via E-mail prior to the start date of the event.
- A non-refundable fee of \$25 per day or \$100 per week will be paid to the information desk before permit may be issued to vendor. (This applies to reservations in the Paseo/Lobby only).
- Space permitting, registered student organizations or university departments may sponsor solicitations (sale or offer for sale of goods or services), in the Quad or LBJ Student Center areas under the following conditions:
 - All items handed out at a solicitation table (Magazines, flyers, coupon books, etc.) must have the name of the sponsoring student organization or department on it.
 - A sign with the name of the sponsoring organization or department must be displayed at the solicitation table.
 - Items may only be distributed from behind a table. Interfering with the flow of traffic is not permitted.
- Distribution of food or beverages must be approved through the solicitation process and a food waiver must be completed prior to approval.

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UPPS Links for Solicitation Policies and Procedures

- **Solicitation:**
<http://www.txstate.edu/effective/upps/upps-07-04-03.html>
- **Information-only flyers and/or booths:**
<http://www.txstate.edu/effective/upps/upps-07-04-02.html>.
- **Campus Expression area:**
<http://www.txstate.edu/effective/upps/upps-07-04-05.html>

Filling out the Solicitation Request Form

Organization/Dept.:	sponsoring organization/university department
Event Title:	name of event
Reservation Date:	Dates requested for approval
Description:	Description of event listed above
President E-Mail:	Current President, or delegate, e-mail address should be listed (they will be contacted once request is approved).
Advisor E-Mail:	Faculty Advisor e-mail address should be listed (they will be contacted once request is approved).

Space requirements are necessary in order to process any request. Check all areas applicable to your request:

1. The Student Center has several areas to choose from:
Outside Mall (open area), Patio (covered area outside of the Lair), and the Paseo/Lobby (2nd floor area – inside)
2. The Quad is a high traffic and open area.
3. Indicate if the request is for an information-only table or a solicitation table (offer for sale goods and/or services)
4. If a raffle or any type of ticket sales, attach a copy of ticket to be sold to solicitation request.
5. If applicable, attach a copy of postings to be distributed and/or posted to solicitation request.
6. Attach a signed food waiver (when food/drinks will be provided for sale or free of charge) to solicitation request.
7. If vendors are being sponsored, attach a signed vendor agreement to solicitation request.

Table and chairs are available upon request for the LBJSC locations. Check in with the Reservations office, 2-12.1, before the event time.

Equipment for the Quad area must be provided by your organization unless previous arrangements have been made with Materials Management (245-2294).

Violations to solicitation policies

The following are a list of some of the more common violations:

- Having amplified sound in the Quad when it is not allowed
- Making and leaving a mess in the designated area
- Moving out of designated area into another area without approval
- Not having a permit at site
- Harassing students

The consequences are as follows:

First Offense: Organization/vendor is issued a warning. The problem should be corrected immediately.

Second Offense: Organization/vendor will be asked to leave. Lose current reservation and privileges for two months.

Third Offense: Organization/vendor will be asked to leave. Lose current privileges and all future privileges.