

Arkansas State University - Jonesboro

Effective Date: 02/08/96

Number: 04-17

Section: Facilities and Services

Subject: Facilities - Solicitation/Fund Raising

All faculty, staff and recognized student organizations may be permitted to hold fund-raising events on campus under the following conditions.

1. Faculty, staff and recognized student organizations may hold fund-raising activities (solicitations) that are reasonable and appropriate given the organization's purpose. The activities are not to occur more than 3 times per semester per requesting organization for a period not to exceed 3 days per event. 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 Arkansas State University or for a selected philanthropic project of the organization. Fund-raising activities may include university-sanctioned philanthropic projects such as the United Way.
2. The president or (designee) of a student organization will submit a request form for each fund-raising event to the Office of Student Involvement at least one week prior to the requested date(s) of the fund-raising. The Office of Student Involvement 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). An off-campus organization or business may not conduct the fund-raising activity and then provide the recognized ASU organization a certain percentage of sales, income, etc.
3. The president (or designee) of the student organization will contact the appropriate dean or director of the site(s) at which the event is to be held to obtain site approval. Faculty and staff organizations will also be responsible for obtaining site approval from the appropriate dean or director of the site. Campus organizations who conduct fund-raising activities are encouraged to use the Student Union, or entrance lobbies to campus buildings.
4. Individual groups or organizations using a university facility are responsible for setup, take down and cleaning up the area used. Promotional materials, posters, signs, etc. should be in compliance with the established policies stated in either the Student Handbook or the Operating Policies and Procedures Manual. These policies, among other things, prohibit posting of signage on building surfaces. Clean up would also include removal of promotional materials, posters, signs,

etc. Signs, banners, posters, promotional materials, etc. posted by the organizations should not directly or indirectly promote commercial enterprises not having existing contracts with the university.

5. The sale of food items may be restricted by the Director of Food Services if such items are considered to be unsafe for consumption. The sale or distribution of tobacco and alcoholic items are prohibited.
6. All events are subject to general university policies contained in the Operating Policies and Procedures Manual and the Student Handbook. Failure to comply with university policies may preclude an organization from having additional fund-raising events.

Commercial sales or solicitations by off-campus organizations are not allowed on campus, including athletic events, at any time with the following exceptions.

1. Advertising in The Herald, KASU or ASU Cable Channel 63.
2. Free and open use of outdoor bulletin boards and designated indoor bulletin boards.
3. Advertising on sides of kiosks used to distribute the student newspaper.
4. Solicitations by local groups are permitted during the fall Community Fair and the annual Spring Fest, approved by the Office of Student Involvement.

Revised on 05/08/14.