



Solicitation Policy

ADM 43.0

Business Office

Applies to: Faculty, staff, student employees, students, Volunteers and Solicitors

POLICY DATES

Issued: February 14, 2024
Revised: February 2025
Edited: February 2025

University of Mount Union believes that its students, faculty and staff members, while on university property, should be free from attempts to solicit the sale or distribution of products or other materials to them, and that they should not be repeatedly approached for donations to charitable causes. Likewise, the University does not wish to have its supplies or services used for unrelated commercial activities or for fund-raising efforts it has not specifically approved. On the other hand, since the University is a large organization and open to the public, solicitations for charity and offering of goods or other materials for sale to our faculty and staff may be acceptable at proper times and places. In an effort to balance these interests, the University has established the following guidelines.

Definitions

Term	Definition
Solicitation	The act of asking for or trying to obtain something, typically in exchange for money

Policy

For University Students, Faculty and Staff:

1. No individual student, faculty or staff member of the University may engage in the organized sale of products or services at the University except through the means open to other vendors and as approved by the appropriate vice president. University stationery, campus mail or other University materials or supplies may not be used to promote the sale of such products or services. In addition, any time spent for this purpose by faculty or staff must be outside his/her regularly scheduled work hours. Only the approved general announcement, bulletin boards or the University Announcement process may be used for advertising such products or services.
2. All students, faculty and staff members must receive approval using [the University of Mount Union Solicitation Application Form](#) from the appropriate vice president and the vice president for Advancement to solicit donations for a charitable cause or distribute products or materials to other students, faculty or staff members at the University. Unless specifically approved, no university materials, funds or service may be used to accomplish such solicitations and/or distributions.

For Person Outside the University:

1. Except as permitted by the President's Council or the appropriate directors of established areas (i.e. AVI, Barnes & Noble, etc.), no one outside the University community is permitted to transact business on university property. The University will not distribute information such as home addresses or phone numbers of students, faculty or staff members to persons seeking to conduct advertising campaigns.
2. Persons seeking to offer such things as free samples, coupons, and/or noncommercial products (i.e. Coupons, Bibles, political advertisements) to students, faculty or staff members may do so only with explicit permission of

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the University and only in those public places specified by the University. Persons seeking such approval should see the Chief Financial Officer and if distribution would be offered to students, also the Vice President for Student Affairs.

3. Persons seeking to solicit donations from students, faculty, or staff members must see the Vice President for Advancement and if approved, comply with any directives about the time, place and manner of such solicitation and the use of university resources. The Vice President for University Advancement reviews such requests with the President's Council. Failure to abide by these directives will result in immediate removal of the vendor from the campus. A second failure to abide by this policy will result in the vendor being barred from future permission to solicit and ongoing non-compliance is considered a violation of Alliance City Ordinance #765.05.
4. Students seeking to sell products as part of a Name, Image and Likeness (NIL) campaign must have approval to enter into the NIL arrangement through the Athletic Department and then obtain approval from the Vice President for University Advancement as mentioned in #3 above.

By the University, Registered Student or University-Sponsored Organizations:

1. Offices of the University established to sell products to students, faculty and staff (i.e. AVI, Barnes & Noble) may advertise sales and the like as part of the usual operations. Other offices wishing to conduct special sales of fundraisers are to seek approval from their area vice president, who shall then review such requests with President's Council.
2. University sponsored organizations and registered student organizations that have active status with the University may solicit donations or conduct sales or fundraisers to support their operations or to make donations to charitable causes, provided that the solicitation, sale or raffle is conducted in accordance with all other University policies.
3. Raffles, 50/50 drawings or other game of chance must be approved by the Controller in the Business Office to review tax implications and ensure that proper information is provided to meet any tax filings required by the University.

Solicitation of Area Businesses:

1. Advertisements and Event Sponsorships:

A request of a local business to purchase an advertisement or a sponsorship in a campus or campus-related publication to sponsor an event is not considered the same as an outright request for funding. All requests for advertisements or sponsorships should be cleared by the Office of University Advancement.

2. Outright Gift:

Any approval of solicitations and/or distributions referred to in this policy may be conditioned by limitations on the time, place and manner of such solicitations, sales, promotions, and distributions. The University reserves the right to deny any and all solicitations, sales, promotions, or distributions on the campus and to remove advertisements, notices, or other signs if they are deemed to be inappropriate or offensive.

Exceptions to any portion of this policy must be approved by the President's Council.

Responsibilities

Position or Office	Responsibilities
Business Affairs	

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Resources

Contacts

Office	Telephone
Business Affairs	(330) 823-6554

History (required)

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued: February 14, 2024

Revised: 2025

Edited: February 2025

Reviewed: February 2025