

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Solicitation

NUMBER: Policy III-7-1 (Formerly Policy III-9)

Solicitation or sale of articles or services to faculty, staff or students on campus is prohibited, unless specifically approved by the chief administrator of the institution or designee. SDSM&T retains the right to restrict time, place and manner of solicitation in order to protect the educational environment of the institution. Any and all solicitation must adhere to SD Board of Regent and University policy as well as all local, state and federal laws.

Procedures:

1. Requests for solicitation on campus must be approved in advance. Designated forms must be submitted to Surbeck Center (SC) staff at least three days in advance of the desired reservation date.
 - A. External users must complete the *Request for Facility Use On-Campus by Non-Campus Party* form prior to reserving space for commercial solicitation on-campus.
 - B. Internal users, including recognized student organizations, employee groups and departments must complete the *On-Campus Fundraising* form.
2. Upon approval, Surbeck Center staff will determine best location for the proposed event.
 - A. External users are typically assigned a vendor table within the Hovens Hub area in the lower level of Surbeck Center. Applicable fees in accordance with SDSM&T Policy 6-A-11, Assessing User Fees will be assessed.
 - B. Internal users may solicit via campus community emails, at vendor tables in Hovens Hub and on occasion in the Quad or within other buildings on-campus.
 - C. Solicitations in the residence halls are restricted to campus organizations; permission of the Director of Residence Life must be obtained via the *On-Campus Fundraising* form..
 - D. Sales of food items on campus are not allowed except with the written authorization of the SDSMT Dining Services Director.
 - E. Sales by an individual solely for personal gain are not permitted.
 - F. Products or services may be sold on campus only when they meet a need not presently being provided by the university.
 - G. Raffles must be in compliance with state codified law regarding 'lottery'.
 - H. Organizations/individuals wishing to conduct mail solicitations must comply with the Family Education Rights and Privacy Act and must obtain permission from:
 - 1) The Director of Human Resources SDSM&T to access faculty and staff information.

- 2) The Director of the Registrar and Director of Academic Services to access student information.

SOURCE: Dean of Students, Aug. 1994; Office of the Vice President for Student Affairs, 2002; Office of the Vice President for Student Affairs, Nov. 2003; Office of the Vice President for Student Affairs 2004; Office of the Provost, Dec. 2009; Office of the Vice President for Student Affairs, March 2011

BOR Reference: Policy 3:5, Policy 3:7