

Solicitation Policy

Any type of fundraising, petitioning, canvassing, distribution of materials, membership drives, demonstrating, or recruiting inside Student Center will be required to reserve a solicitation table through the Conference and Scheduling Services Office.

1. Student Center solicitation is available to Registered Student Organizations (RSOs), campus departments and off-campus organizations or groups providing a service to students. Off-campus vendors selling items may apply for a permit through the Student Center Craft Shop. The following are prohibited for promotion via solicitation:
 - Credit card applications and vendors
 - SIU Logo materials
 - Books and textbooks
 - Non-Student Center Preferred Caterers
 - Non-Student Center Dining Locations
 - Technology (such as computers, iPods, computer software, etc.)
 - Off-Campus Housing
 - Bars and night clubs/happy hour specials
 - Items which compete with Student Center or Southern Illinois University Carbondale products, services, vendors or tenants unless special approval is obtained during the application process.
2. Designated solicitation areas include the Art Gallery, the Exchange across from Subway, two specified spaces in the first floor north hall escalator hallway and the exterior north entrance.
3. RSOs and departments reserving the Exchange, the north end or north entrance solicitation area will have a fee of \$20 assessed to their group per reservation. There will be no fee for RSOs and campus departments reserving the south end Art Gallery. Off-campus organizations will be assessed a \$50 fee for the Art Gallery and \$75 fee for the Exchange, the north end or north entrance solicitation area.
4. Part or the entire reservation fee may be waived for cases in which 100% of donations being accepted are being donated to charitable causes. In this case, the organization must be an RSO and register the activity with the Office of Student Engagement. Donations collected for philanthropies and charities supporting outside agencies may only be accepted by RSOs with prior approval of Conference and Scheduling Services as supported by the Office of Student Engagement.
5. Per reserved tables, there will be a table card on the table noting which group has the solicitation table reserved. A copy of the table card must be available at all times and solicitors must remain behind the table, not approach guests in the hallways, or impede traffic in any way. This area shall not exceed the width of the assigned table or the space immediately behind the solicitation table. Assigned areas in the Art Gallery and north end will consist of 1-6' table, two chairs, and one show wall, when available. Solicitation at the north entrance will consist of up to 2-6' tables and up to four chairs. No show wall is available at this exterior location.
6. Applications for solicitation space must be made at least two full business days prior to the date of the activity. All approved activities are restricted to times, dates, and location specified on permit. To reserve solicitation space, please fill out the Student Center Solicitation Form. This form is located on the Student Center website at studentcenter.siu.edu/conference-and-scheduling-services/forms-policies-rates.php or is available in Student Center Conference and Scheduling Services 8:00am-4:30pm, Monday-Friday. Solicitation space may also be reserved online at onlinescheduling.siu.edu.
7. Reservations for solicitation space will be accepted only for the semester in progress for RSOs, campus departments and off-campus organizations. Reservations may be made for the next semester beginning on the Monday prior to final exam week for fall and spring semesters and the Monday of finals week at the end of the summer semester.

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8. Only RSOs in “good standing” as defined by the Office of Student Engagement are permitted to make requests through the certified officer and/or advisor.
9. Any food handed out as a part of solicitation handed out needs to be small (prepackaged, candy, snack, cookie) and not a meal (ex: pizza). In addition, customer must follow all other pertinent food guidelines as outlined on the Student Center’s website: <https://studentcenter.siu.edu/conference-and-scheduling-services/catering.php>.
10. Controlled, amplified sound is allowed in the south end Art Gallery area only. Volume level should be maintained so as not to disrupt adjoining activities/tables. No amplified sound is allowed in the north escalator solicitation area. Amplified sound is allowed at the north exterior entrance within reason and pending approval from Conference and Scheduling Services. Conference and Scheduling Services reserves the right to monitor and control volume.
11. All games intended for fundraising must be games that include an element of skill, not chance. Raffles and lotteries are not allowed via the City of Carbondale unless they are licensed through the Illinois Department of Revenue.
12. All proceeds from an approved solicitation must be immediately deposited into a University account. A signed fiscal officer’s form must be provided by the RSO prior to confirmation.
13. Scheduled space will be forfeited if not occupied by the scheduled organization within one hour after the scheduled start time or if a member of the organization is not present at all times.
14. Any organization that allows another organization to use its name or scheduled space forfeits the scheduled space and may be subject to suspension of privileges.
15. Any violation of the solicitation policy or activities other than those approved on the permit may result in cancellation of the permit and suspension of future scheduling privileges for a period of sixteen academic weeks, not including summer semester.
16. For information about posting or hanging banners, signs or flyers, please reference the Student Center Posting Regulations: studentcenter.siu.edu/about-us/general-building-policies.php.
17. Unresolved conflicts over content of the solicitation material and/or policy shall be decided by the Student Center Administration.