Solicitation Policy

Any type of fundraising, petitioning, canvassing, distribution of materials, membership drives, demonstrating, and recruiting inside Student Center will require a Student Center Solicitation Permit from Student Center Conference and Scheduling Services.

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/Any happy hour specials
   - Items which compete with Student Center products and/or services unless special approval is obtained during the application process.
   - Any services that directly compete with Student Center and Southern Illinois University Carbondale vendors and tenants including but not limited to test services (test, prep, and admissions) ticket sales, and other like services.

2. Solicitation will not be permitted in front of entrance and exit doors, near cross halls, or non-designated areas. Designated solicitation areas include the Art Gallery and two specified spaces in the first floor north hall escalator hallway.

3. Student organizations and departments reserving the North End solicitation area will have a fee of $20 assessed to their group per reservation. There will be no fee for student organizations 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 North End 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 Student Life and Intercultural Relations. Donations collected for philanthropies and charities supporting outside agencies may only be accepted by RSOs with prior approval of Student Center Conference and Scheduling Services as supported by Student Life.

5. A copy of the solicitation permit 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. The assigned area will consist of 1-6’ table, two chairs, and one show wall, when available.

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 http://www.siucstudentcenter.org/meetings-and-event-scheduling or is available in Student Center Conference and Scheduling Services 8:00am-4:30pm, Monday-Friday.

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.
Solicitation Policy

8. Only RSOs in “good standing” as defined by Student Life are permitted to make requests through the certified certified officer and/or advisor.

9. Organizations or groups may have one solicitation table per day for a maximum of three days per week.

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. The Student Center reserves the right to monitor and control volume.

11. Audio-visual equipment may be reserved by Student Center Conference and Scheduling Services and a fee will be assessed. For RSOs, a fiscal officer form must be submitted prior to equipment being given. An ID may be retained while equipment is checked out and will be returned when the equipment is returned back to Conference and Scheduling Services.

12. All games intended for fundraising must be games that include an element of skill, not chance. Raffles and lotteries are illegal in the State of Illinois unless they are licensed through the Illinois Department of Revenue.

13. 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.

14. 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.

15. 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.

16. 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. Each organization is allowed one “no-show” per semester.

17. For information about posting or hanging banners, signs or flyers, please reference the Student Center Posting Regulations: http://studentcenter.siu.edu/about-us/general-buiding-policies.html.

18. Unresolved conflicts over content of the solicitation material and/or policy shall be decided by the Student Center Administration.