

SOLICITATION POLICY

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

1. Student Center solicitation is available to Registered Student Organizations (RSOs), University departments and off-campus organizations providing a service to students.
2. Items which compete with the Student Center or Southern Illinois University Carbondale products, services, vendors or tenants are not allowed unless special approval is obtained during the application process. The following are prohibited for promotion via solicitation:
 - Credit card applications and vendors
 - SIU logo materials
 - Books and textbooks
 - Non-SIU Approved Caterers & Food Truck/Food Stand
 - Non-Student Center dining locations
 - Technology (such as computers, phones, computer software, etc.)
 - Off-campus housing
 - Bars and night clubs/happy hour specials
3. Off-campus vendors selling items will need to coordinate a permit with Student Center Event Services.
4. Solicitation spaces must be scheduled by Student Center Event Services at least four (4) full business days prior to the proposed tabling date.
5. Only RSOs in good standing, as defined by the Office of Student Engagement, are permitted to reserve solicitation space.

Designated solicitation areas include the Art Gallery, the Exchange, North End Escalator, and the outside North Entrance

Location	RSO Fee*	University Department Fee	Off-Campus	Standard Setup	Controlled, amplified sound ***
North End Escalator (1st Floor)	\$20*	\$25	\$75	1-6ft table & 2 chairs	No
Outside North Entrance	\$20*	\$25	\$75	Up to 2-6ft tables & 4 chairs	Pending approval from Student Center Event Services
The Exchange	\$20*	\$25	\$75	N/A	No
Art Gallery (1st Floor, South End)	Free	Free	\$50	1-6ft table & 2 chairs	Pending approval from Student Center Event Services

*If utilizing funds to pay for a solicitation space, RSOs must have a signed fiscal officer form from the Office of Student Engagement prior to reservation confirmation.

**Off-campus organizations are allowed two, fee waived solicitation spaces per semester if they are considered a non-for-profit organization. Proof of non-for-profit status (ex. sales tax exemption document) must be submitted to Student Center Events Services at least four (4) full business days prior to the proposed tabling date. Organizations unable to provide proof will have their solicitation reservation canceled. Fee waived solicitation space is only redeemable for Art Gallery solicitation space.

***Volume level should be maintained to not disrupt adjoining activities, tables, and/or the classroom environment. Student Center Event Services reserves the right to monitor and control volume.



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6. RSO solicitation tables may only be staffed by members of that particular RSO. Guests of the RSO (invited speakers, off-campus/on-campus organizations, other SIU students, etc.) are not allowed to be present, oversee, or represent the solicitation table.
7. The Student Center Cross Hall solicitation location is only for events sponsored by the Student Center and/or approved by Student Center Event Services.
8. No food is allowed to be distributed at a solicitation table. Only bite size candy may be distributed.
9. RSOs must immediately deposit all monetary proceeds from an approved solicitation into an University account.
10. In the spirit of Salukis supporting Salukis, food drives/collections held in the Student Center must support the Saluki Food Pantry unless it supports an organization's national philanthropy or approved by Student Center Event Services.
11. The solicitation area shall not exceed the width of the assigned table or the space immediately behind the solicitation table. Organizations/departments must remain behind the table, not approach guests in the hallways, or impede traffic in any way.
12. On the day of the solicitation table, a printed reservation confirmation will be available noting which organization/department has the solicitation table reserved. The printed reservation confirmation must be available at all times.
13. 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.
14. Scheduled space will be forfeited if not occupied by the scheduled organization/department within thirty (30) minutes after the scheduled start time or if a member of the organization is not present at all times.
15. For RSOs and University departments, solicitation spaces must be canceled at least two (2) full business days prior to the reservation date for a refund to be provided. For off-campus organizations, refunds are not available. If an off-campus organization is no longer available for the scheduled date, organizations may select an alternate date. Alternate date(s) must be arranged prior to the original date. "No shows" are not allowed to select an alternate date.
16. Any RSO, University department, or off-campus organization that allows another organization to use its name or scheduled space forfeits the scheduled space and may be subject to suspension of privileges.
17. Reservations for solicitation space open:
 - For fall semester: June 15th (or the next business day)
 - For spring semester: December 5th (or the next business day)
 - For summer semester: Approval by Student Center Event Services
18. Any violation of the solicitation policy or activities other than those approved on the reservation may result in cancellation of the solicitation table and suspension of future scheduling privileges for a period of sixteen academic weeks, not including summer semester.
19. Student Center Event Services has the right to change and/or update this policy at any time. Unresolved conflicts over content of solicitation material and/or policy shall be decided by Student Center Administration.

