

Bemidji State University Policies

Policy Name: Solicitation Policy	Effective Date: 6/1/2018
Policy Owner: Vice President for Finance and Administration	Last Review: 4/1/2018
	Next Review: 9/1/2019

Policy Statement

Bemidji State University solicitation policy states that solicitation for commercial, religious, or political purposes and for educational research is regulated by the University. The University will not allow any solicitation which could potentially infringe on the privacy of its students or disturb or interrupt the conduction of classes.

Scope and Purpose of Policy

The scope of this policy applies to all students and employees of the university as well as those who may seek to solicit on university property including university technology. The purpose of the policy is to provide a safe and secure learning environment that does not infringe on the privacy of students and employees or disrupt the conduction of classes and/or other university activities.

Definitions

Solicitation means the sale or offer for sale of any property or service and/or receipt or request for any gift or contribution. Solicitation also includes the posting of posters and distribution of literature that advertises an off-campus event, product, and/or service which would benefit the sponsor.

Procedures

- A. No solicitation shall be conducted in any building or structure on the Bemidji State University campus except by the agents or employees of the University acting in the course and scope of their agency or employment or by student government and/or recognized student organizations except when permitted under Sections E and F of this policy.
- B. Recognized student organizations may collect membership fees or dues.
- C. There may be a collection of an admission fee for an activity if it is sponsored by the University, a recognized faculty/staff group, or a recognized student organization.
- D. Charitable fund raising campaigns may be conducted on campus if sponsored by a recognized University group and if the enterprise is consistent with the BSU educational mission.

- E. Off-campus groups may solicit on campus with permission of the Director of the Student Union if a facility rental fee is charged and the event is determined to be a legitimate service to the BSU student body.
- F. Posters and flyers advertising off-campus events, products and/or services shall be allowed on a limited basis if it is determined to be a legitimate student service by the Director of the Student Union, or by the Director of Residential Life for residence halls distribution.
- G. Recognized student organizations may not perform as on- campus agents for private or public concerns in direct sales, solicitations for advertising, commercial activities.
- H. Lectures, concerts, demonstrations, displays or exhibits may not be used in any manner as a means of promoting commercial companies, products, or services.
- I. Student organizations are allowed to solicit funds off- campus. However, this activity must be approved in advance by the Student Senate. The following conditions are to be met:
 - 1. The funds must be used for an approved University activity that relates to the purpose of the organization.
 - 2. The funds must be deposited in the organization's account.
 - 3. Provisions must be made for disposition of the funds if the event is canceled.
- J. Individuals or groups who purchase food items from University agencies or any other source may not resell those items on University property unless specifically authorized by the University at or before the time of purchase.
- K. Solicitation must be conducted under the following rules:
 - a. A recognized student organization may sell materials clearly related to the purpose of the organization.
 - b. Solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted on campus.
 - c. Solicitation will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic on sidewalks, streets, entrances to buildings or common areas of campus buildings.
 - d. No person will be harassed, embarrassed or intimidated by the person doing the soliciting.

Rationale

The rationale of this policy is to provide a safe and secure learning environment that does not infringe on the privacy of students and employees or disrupt the conduction of classes and/or other university activities.

Supporting References

There are no supporting references.