

2007 MANUAL FOR  
STUDENT ORGANIZATIONS

# NICHOLLS

STATE UNIVERSITY



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## For more information, please contact:

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Nicholls State University recognizes the rights of students to join, lead and establish organizations in their personal, professional, social and academic areas of interest. Involvement in student organizations enhances the college experience outside of the classroom. The Office of Student Life supports more than 100 student organizations in several categories: departmental/professional, honorary, religious, service, special interest, University organizations/groups, and social organizations.

## **Forming a New Student Organization**

Students who wish to form a new organization are required to submit the following items to the Office of Student Life:

- ◆ **Intent to Organize Form** - must be filed and accepted by the Dean of Student Life. With the dean's approval, the group may begin the organization process.
- ◆ **New Student Organization Questionnaire**
- ◆ **Constitution and/or Bylaws**
- ◆ **Student Organization Membership List** consisting of a minimum of 10 members
- ◆ A letter of acceptance from the person who will serve as faculty adviser.

*All forms and a Sample Constitution may be picked up in the Office of Student Life or accessed online at [www.nicholls.edu/organizations/forms](http://www.nicholls.edu/organizations/forms).*

The dean will meet with the adviser and officers of the proposed organization to discuss the group's plan for the organization.

Upon completion of procedures detailed above, the Dean of Student Life may recommend to the Student Organizations Committee that the group be granted probationary status for a period of one calendar year.

## **Student Organizations Committee**

- ◆ The Student Organizations Committee is a standing committee of the University as defined in University governance documents.
- ◆ The Student Organizations Committee reviews the activities of all student organizations and recommends organizations for chartering, continued recognition, probation, suspension of recognition or revocation of charter.
- ◆ The Student Organizations Committee may recommend probationary status for the group or chartering as a student organization to the Vice President for Student Affairs. Probationary status is usually granted for a period of no longer than one year. At the end of that period, the organization will be evaluated by the dean and Student Organizations Committee.
- ◆ Student Groups approved for probationary status are granted all rights and privileges appertaining to student organizations at Nicholls State University. Specific rights and privileges are specified in departmental and program policy manuals and in each coordinating organization's constitution and by-laws.
- ◆ The committee may handle disciplinary matters as outlined in Section One of the Code of Student Conduct and Appeals procedure.
- ◆ Organizations may appeal decisions of the Student Organization Committee to the Vice President for Student Affairs.

## **Maintaining status as 'Recognized Student Organization'**

To insure an accurate listing of all student organizations and advisors, the University requires all student organizations to register annually with the Office of Student Life in the Student Union. An organization is considered to be a 'Recognized' Nicholls State University student organization when

the following annual reporting requirements are met:

- ◆ **Beginning of Fall semester –**
  - Student Organization Officer/Member Roster
  - Alcohol/Hazing Policy Compliance (to be reviewed with and signed by all active members)
  - Any changes in constitution, by-laws, and/or stated purposes
- ◆ **End of Spring semester –**
  - President's Annual Report (an account of all functions and activities of the organization)
  - Treasurer's Annual Report (a financial accounting for the organization).

Reminders of reporting requirements will be sent to the organization Adviser of record.

*All forms may be accessed online at [www.nicholls.edu/organizations/forms](http://www.nicholls.edu/organizations/forms) or picked up in the Office of Student Life.*

## Membership

Membership in student organizations is available to full and part-time Nicholls State University students.

- ◆ A 2.0 organization grade point average is required of members (This is the University minimum. Individual organizations may have and can require a higher GPA).
- ◆ Officers must maintain a 2.3 average throughout the term of their office.
- ◆ Minimum membership of 10 students is recommended

## Advisers

All student organizations must maintain one faculty/staff adviser employed by the University. Some tips for advising student organizations:

- ◆ Encourage the students to assume control and take responsibility for organization activities and programs
- ◆ Be visible and involved with the organization and be accessible to student members.
- ◆ Meet with new officers early in the academic year and to continue to do so throughout the year
- ◆ Support activities of the organization that are conducted in compliance with University policies and local, state and federal laws.
- ◆ Review the organization's constitution and bylaws periodically
- ◆ Work with the treasurer to see that the organization exercises sound financial management.
- ◆ Remind organization leaders to fulfill annual reporting requirements to maintain 'recognized status' on campus.
- ◆ Encourage collaboration with other organizations

## Finances and Records

- ◆ **Treasurer and Records**
  - An organization which handles money must have a student treasurer or other financial officer.
  - It is the duty of this officer to handle all organization money, to pay all financial obligations in a timely manner, to maintain financial records, and to prepare financial reports.
  - The student organization must accept all financial responsibilities incurred by the organization.
  - Financial records of all student organizations will be available for inspection and

review if requested by the Dean of Student Life or Student Organizations Committee.

#### ◆ **Finances**

Those organizations which generate enough funds to maintain a checkbook must maintain that account as follows:

- Two signatures must appear on all checks which are issued from the organization's checking account. The faculty adviser and one of the officers are authorized to sign checks; not the treasurer.
- It is the duty of the treasurer and all officers to follow accounting procedures and keep accurate financial records in accordance with the following procedures:
  - ◆ A cash journal must be maintained summarizing all cash activity.
  - ◆ All paid invoices must be canceled and retained for records.
  - ◆ All income must be deposited on a timely basis, preferably the same day as collected, but never after five working days.
  - ◆ All expenses must be documented.
- The **Treasurer's Annual Report** must be submitted to the Office of Student Life by April 30 of each year.

#### ◆ **Funding**

- Organizations may acquire money by assessing their members according to constitutional provisions.
- Organizations may sponsor fund-raising activities which have been approved by the Dean of Student Life using the **"Student Activities and Fundraiser Request"** form. Fund-raising activities will be limited to support of approved activities of the organization.
- Solicitation of funds from businesses or individuals must have prior approval of the Vice President for Institutional Advancement
- Requests for approval of fund-raising activities must be submitted to the Office of Student Life at least three weeks prior to the scheduled date of the activity (six weeks for raffles, bingo and other gaming activities) and countersigned by the organization's adviser. **Gaming activities such as raffles are governed by state law.**
- Fund-raising activities sponsored by campus organizations may not unfairly compete with or undermine business operations on the campus and within the local community.

### **Rules for Conducting a Raffle**

- ◆ Plan Ahead!!
- ◆ Prior to soliciting donations for a raffle the organization must be granted permission to solicit donations by the Vice President for Institutional Advancement
- ◆ A Request for Fund-raising Activity Form must be completed at the Student Life Office after permission from the VP for Institutional Advancement is granted and before any activity associated with the raffle is initiated.
- ◆ If the total amount of prizes is more than \$250, the sponsoring organization must apply for a license exemption to conduct charitable gaming with the Division of Charitable Gaming Control of the State Department of Public Safety and Corrections before the date ticket sales begin. Contact the Student Life Office for assistance with the exemption application.
- ◆ Tickets must be sold at only one price and cannot be discounted (as in \$1 per ticket or 6 for \$5).
- ◆ Tickets may only be sold by members of the sponsoring recognized Nicholls student

organization.

- ◆ Value of total number of tickets sold may not exceed \$3,000.
- ◆ Total value of all prizes may not exceed \$2,000.
- ◆ All prizes must be purchased or donated before any chances are sold.
- ◆ The sponsoring organization may conduct a raffle (or any other game of chance) no more than twice a year. Total gross sales for all raffles conducted during the school year may not exceed \$5,000.
- ◆ The sponsoring organization must maintain records using Office of Charitable Raffle Accountability Form for each raffle. Forms may be obtained from the Office of Student Life.
- ◆ These records must be kept for at least three years from the date of the raffle.

## Student Organization Activities and Events

- ◆ All activities on or off campus must be approved and registered with the Office of Student Life. Advertisement of the activity is not allowed until official University approval is obtained.
- ◆ No organization may schedule an activity on Crawfish Day, finals week, midterm exam week or commencement.
- ◆ Use of alcoholic beverages is subject to the University's current policy found in full in the "Code of Student Conduct"
- ◆ Organizations must follow University regulations governing posting of signs and may use designated campus bulletin boards to advertise their approved activities.
- ◆ Organizations are prohibited from using trees, walls, or painted surfaces for posting advertisements, announcements, or other materials.
- ◆ A "closed" event is one which is limited to the members of the student organization, their social dates and close family members, and appropriate University personnel.
- ◆ An "open" event is one which is not limited to Nicholls students, their social dates and close family members, and appropriate faculty or staff, and to which the general public may be invited. Admission or entrance fees may be collected at the door.

## Scheduling Facilities

- ◆ Recognized University organizations may use the facilities and services of the University, its buildings, grounds, and equipment subject to the regulations of the controlling departments. See the "Student Organizations Handbook for Reserving Facilities on Campus" published by the Union Services Office and the policy on student organization events open to the public.
- ◆ The use of University grounds and facilities must be reserved through the Union Services Offices **two** weeks prior to the event.
- ◆ All Activities must be booked, using the "**Student Activities and Fundraiser Request**" form. Forms must be completed and submitted to the Office of Union Services at least two weeks prior to the date of the proposed event. **Note: the event is not booked until confirmation is provided by the office of union services.**
- ◆ Signed applications for use of University grounds and facilities indicate the officer's and adviser's intent to comply with University regulations concerning student activities and social functions.
- ◆ The approval of a request for use of a University facility carries with it the responsibility by the adviser or designated representative to be present at the activity.

- ◆ Fees for services of University personnel e.g., janitors and security personnel, and food services are determined in accordance with University policy stated in the Student Organizations Handbook for Reserving Facilities on Campus.
- ◆ If fees for services are charged, the organization will receive its final billing through the Office of the Controller.

### **Special procedures for on-campus, fund raising events (dances, block parties, songfest, talent shows, etc.) open to the public.**

- ◆ Admission to such events is limited to persons who:
  - present a valid Nicholls student ID
  - are accompanied by a student with a valid Nicholls ID ( no more than three guests per student escort are allowed)
  - present a valid picture ID, either a driver's license or its equivalent (military, state, passport)
- ◆ Attendees may be required to sign in
- ◆ If admission is charged, either pre-sold tickets or admission fees must be collected throughout the event until its termination.
- ◆ Reentering may require additional payment.
- ◆ Security personnel may use hand-held metal scanners as attendees enter the event.

### **Conduct at Student Organization Sponsored Events and Activities**

- ◆ Responsibility for the general conduct of an organization's members at activities sponsored by the organization is assumed by the organization holding the function, specifically upon the officers and person(s) in charge and each individual member.
- ◆ All organizations are responsible for complying with University regulations including the Code of Student Conduct, Manual for Student Organizations, and all federal, state and local laws.
- ◆ Violations are handled by the Dean of Student Life and the Student Organizations Committee in accordance with the Code of Student Conduct and Appeal Procedures, Section Two.
- ◆ The University does not authorize student organizations to sponsor events open to the public at any off-campus site where alcoholic beverages are sold or consumed as the primary business of the establishment.

### **Student Travel**

Organizations seeking approval for group travel shall conform to the following guidelines:

- ◆ 'Off-Campus Activity Request' form and the 'Request for Student Travel and Trip Insurance Application' form must be completed and approved by the Dean of Student Life at least two weeks in advance of the travel.
- ◆ Trip insurance must be purchased for each person participating in the field trip.
- ◆ Each organization must inform its participating members of the following regulations governing field trips:
  - Prohibition of alcoholic beverages;
  - Procedures for emergencies and proper communications with appropriate University officials (see Office of University Police).
- ◆ Student Organizations using University transport (vehicle/bus) must be accompanied by approved University personnel.
- ◆ All drivers of vehicles (personal or University vehicle) on University business must obtain

approval from the Director of Campus Safety (extension 4783) at least five work days before the scheduled date of departure.

## **Probation and Suspension**

- ◆ If an organization is not operating according to its stated purposes, is violating organization or University policies and procedures, or fails to meet applicable accreditation and reporting obligations, the Dean of Student Life shall notify the organization and request that the organization take steps to address the problem and give a time-line for corrective action.
- ◆ If corrective action is not taken by the organization to correct the problem, the dean will convene a hearing of the Student Organizations Committee to address the matter.
- ◆ Student Organizations Committee meetings called for the purpose of addressing policy violations or to rule and make recommendations regarding the recognition status of a student organization as a result thereof, will be conducted according to procedures for hearings set in the Code of Student Conduct.
- ◆ Upon ruling that the organization has violated its purpose, violated University policies or procedures, or failed to meet reporting obligations, the Student Organizations Committee may recommend probation and corrective action, withdrawal of recognition, or suspension or revocation of the organization's charter to the Vice President for Student Affairs.
- ◆ An organization may be placed on probation for a period of one year. During that time the organization may be allowed to operate while implementing corrective action as directed by the Vice President for Student Affairs. If the corrective action is not implemented during the probationary year, the organization may be suspended or have its charter revoked.
- ◆ Withdrawal of recognition of an organization or suspension or revocation of charter may be imposed. An organization which has been suspended or had its charter revoked loses all rights and privileges granted student organizations.

# **APPENDIX A**

## **Student Organization Forms**

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- ~ Intent to Organize Form
- ~ New Organization Questionnaire
- ~ Sample Constitution
- ~ Student Organization Membership list
- ~ Officer Roster
- ~ Student Activities and Fundraiser Request
- ~ Off-Campus Activity Request
- ~ Request for Student Travel and Trip Insurance Application
- ~ Presidents Annual Report
- ~ Treasurer's Annual Report

*All forms may be accessed online at [www.nicholls.edu/organizations/forms](http://www.nicholls.edu/organizations/forms) or picked up in the Office of Student Life.*

# APPENDIX B

## Event Policies

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### Self-Catered Events

All events where food and/or beverages is provided/consumed are subject to the Self Catered Events Policy.

- ◆ Student organizations may self cater closed social events.
- ◆ Student groups will not be charged rent for use of University facilities provided the event is self catered or catered by the campus food service contract caterer.
- ◆ An event is a “closed social event” when admission is limited to members of the organization, appropriate university personnel, social dates and close family members. Persons not affiliated with the organization shall be denied admission. General invitations and advertisement to persons of the community are not permitted. Members may be assessed a fee to pay for the cost of the event; however, admission may not be charged.
- ◆ The term self-catered means that members of the student organization prepare and serve the food and beverage for the event. The service of any alcoholic beverage must be provided by the campus food service contract company.
- ◆ The use of any business to prepare the food for ready consumption and/or to serve for the event constitutes a catered event.
- ◆ Student groups that choose to use off-campus businesses to cater closed social events on campus will be charged rent as a nonprofit group.
- ◆ Open social events are those events where admission is not restricted to members of the organization, University personnel and social dates or close family members.
- ◆ As indicated in University policy, open social events and the serving of alcohol must be catered by the campus contracted food service company.
- ◆ Whenever alcohol is served at a student organization sponsored event, non-alcoholic beverages and food must be served in **sufficient quantities**.

### Events Open To the Public - On or Off-Campus

The use of the word organization applies to all Nicholls student organizations, performing groups, media groups and all other student groups recognized by the University. **The University will not authorize student organizations to sponsor events open to the public at any off-campus site where alcoholic beverages are sold or consumed as the primary business of the establishment.** Organizations and officers which do so and represent that the function is an authorized function of an Nicholls organization, may be charged with fraudulent misrepresentation and brought before the Student Discipline committee and/or the Student Organizations Committee for possible suspension from the University and revocation of charter.

- ◆ Fund raising functions open to the public are limited to **two** events per semester.
- ◆ Should the organization choose dances, talent shows or block parties as their fund raisers, one weekday (Sunday through Thursday) dance and one weekend (Friday/Saturday) dance or two weekend dance are allowed each organization per semester. All on-campus dances must be held in the Cotillion Ballroom.
- ◆ Weekday activities must end by midnight.
- ◆ Weekend activities must end by 1 a.m.
- ◆ All Activities must be booked, using the Activities Request Form, and appropriate Overtime Request Form. Forms must be completed and submitted to the Office of Union Services at

least two weeks prior to the date of the proposed event. **Note: the event is not booked until confirmation is provided by the office of union services.**

- ◆ At least 24 hours' notice of cancellation must be given to the Office of Unions Services for on-campus events to avoid assessment of overtime and other charges.
- ◆ Alcoholic beverages may not be served at fund raisers, dances/talent shows and other major activities open to the public.
- ◆ The organization's adviser or designee is expected to be in attendance throughout the event.
- ◆ All problems involving the behavior of students, guests, and the public must be addressed by the president of the organization, its adviser, and the officer on duty.
- ◆ If an entrance or admission fee is charged, organizations must follow an approved money-collection and accounting system for each event. The organization will submit the Official Accounting Report to the Office of Student Life by Noon the next workday following the event. A copy must be kept in the organization's file.
- ◆ If the event is a fund raiser, a completed Official Accounting Report for Fund raiser Activities must be submitted to the Student Life Office by Noon the next workday.
- ◆ Loitering around the site of the function is prohibited. Persons will be asked to enter the function or to leave the area.
- ◆ The Director of University Police will determine the need for officers to work each event. The general practice is that no fewer than two officers will be required for events open to the public. Officer requirements will be determined by the specifics of the event. Use of private security must be approved in advance by the Director of University Police.
- ◆ The sponsoring organization will pay the cost for officers, custodians and other personnel and services required by the event.
- ◆ All aspects of the event must be organized and managed by members of the student organization. Any co-sponsorship or involvement by outside entities, businesses or individuals must be approved in writing **in advance** by the University. **The University will not approve any activities co-sponsored by establishments for which the principal source of income is from the sale and/or consumption of alcoholic beverages.**
- ◆ All off-campus advertising must be approved in **advance** by the Student Life Office. Please submit copies of ads for approval.
- ◆ The University is not responsible for personal or organization property used for the event, left or stored prior to and/or after the event.

## APPENDIX C

### Advertising

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#### Advertising Campus Activities

All campus activities must be approved prior to advertisement. Approval for student organization/group activities shall be obtained from the adviser and the Office of Student Life.

#### Bulletin Boards and Posting of Signs:

- ◆ Signs, fliers, and posters for approved campus activities may be posted **only** on bulletin boards or on places designated by the approving authority. The posting of signs on trees, painted surfaces, brick surfaces, and glass surfaces is **prohibited**. The writing with chalk, removable markers, shoe polish etc. on sidewalks, buildings, garbage cans, walls, or university

glass surfaces is **prohibited**. The University reserves the right to place time, manner and place restrictions on advertising by any organization/group/individual, and may restrict the content of the advertisement if it thwarts the aims, purposes or policies of the institution; for example, advertisement for alcoholic beverages will **not** be permitted.

- ◆ Approval authority for the posting of signs advertising approved campus activities is as follows:
  - General Campus and General Bulletin Boards - Dean of Student Life
  - Department Bulletin Boards - Individual Department Head
  - Residence Halls - Director of Residential Services
  - Student Union Building and Surrounding Area - Director of Auxiliary Services
- ◆ Fliers and posters on bulletin boards generally should not exceed 11” by 17”. Signs posted outside should be **no** larger than 4’X8’ (the face of the sign.) All fliers should be approved before they are displayed.
- ◆ Signs advertising specific events must be removed by the sponsoring organization/group within 72 hours after the event.
- ◆ Standing signs should be at least five feet from walkways, building entrances, or buildings.
- ◆ Approval must be obtained by the University Safety Officer prior to digging any holes in the ground for the placing of standing signs. Any holes made in the ground for the purpose of placing signs must be properly filled, after the signs have been removed.
- ◆ Banners can be hung from trees as approved by the Office of Student Life, but must be removed within 72 hours after the event. Banners **cannot** be hung from outside of **any** building on campus.
- ◆ Signs for campus elections, Homecoming, Family Day, rush, and other campus events must be approved by the Student Life Office prior to placement on University grounds. These signs must be placed and removed in accordance with published regulations governing the activity or as requested by the University.
- ◆ Outside fliers/posters placed on the campus can **only** be displayed on official bulletin boards.
- ◆ Outside signs can **only** be displayed in the following locations which have been approved by the University Safety Officer:
  - Quadrangle
  - Front of Polk Hall
  - Field behind Married Housing
  - Lot on the West side of the Library
  - West side of the Fountain on LA 1

## APPENDIX D

### Charitable and Nonprofit Educational Solicitation

#### Regulations Governing the Use of Bulletin Boards, the Posting of Signs and Solicitation on the Campus.

- ◆ The University permits advertisement and solicitation by charitable and nonprofit educational groups that comply with regulations governing the use of bulletin boards, the

posting of signs on campus, and facility use. Any organization or individual that violates the stated rules will lose the privilege of advertising on campus.

- ◆ Charitable and nonprofit educational groups must seek approval from the Dean of Student Life before advertisement and solicitation begins on the Nicholls campus. A detailed description of the product or service to be sold/provided, the method of advertisement, proof of non-profit status (as applicable), and other documentation must be submitted to the Dean of Student Life for approval. Solicitation directed solely to University employees must be approved by the Director of Human Resources.
- ◆ Charges for use of facilities and related expenses will be determined by the University and paid by the charitable or educational group in accordance with University Policy.
- ◆ Solicitation that competes with campus based operations will not be allowed.
- ◆ Signs for approved activities may be posted **only** on bulletin boards or on places designated by the approving authority. The posting of signs on trees, painted surfaces, brick surfaces, and glass surfaces is **prohibited**. The University reserves the right to set time, manner and location restrictions on advertising by any organization/individual, and may restrict the content of the advertisement if the advertisement thwarts the aims, purposes or policies of the institution; for example, advertisement of alcoholic beverages will not be permitted. Penalties for violation will be determined by the University.
- ◆ Approval authority for the posting of signs is as follows:
  - General Campus and General Bulletin Boards - Dean of Student Life
  - Department Bulletin Boards - Individual Department Head
  - Residence Halls - Director of Residence Life
  - Student Union Building and Surrounding Area - Director of Union Services
- ◆ Signs on bulletin boards generally should not exceed 8 1/2" by 11"
- ◆ Signs advertising specific events must be removed by the sponsoring group within one week after the event.

## APPENDIX E

### Commercial Solicitation

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#### Advertisement on the campus:

- ◆ The University is not required to allow any non-University related commercial enterprise or individual to advertise on campus. However, in the spirit of good community relations, some business advertisements may be allowed. Commercial advertisements by businesses and individuals must conform with all University regulations governing the use of bulletin boards and the posting of signs on the campus. The University reserves the right to set time, manner, and location restrictions on commercial advertising by any organization/individual, and may restrict the content of the advertisement if the advertisement thwarts the aims, purposes or policies of the institution or if the advertisement violates board policy, local, state or federal law. For example, advertisement of alcoholic beverages is **prohibited**. Any business or individual that violates the above stated rules will lose the privilege of advertising on campus.

## Bulletin Boards and Posting of Signs:

- ◆ Signs for approved activities may be posted **only** on bulletin boards or on places designated by the approving authority. The posting of signs on trees, painted surfaces, brick surfaces, and glass surfaces is **prohibited**. The University reserves the right to place time, manner and site restrictions on advertising by any organization/individual, and may restrict the content of the advertisement if the advertisement thwarts the aims, purposes or policies of the institution; for example, advertisement of alcoholic beverages will not be permitted. Penalties for violation will be determined by the University.
- ~ **Approval authority for the posting of signs is as follows:**
  - General Campus and General Bulletin Boards..... Dean of Student Life
  - Department Bulletin Boards..... Individual Department Head
  - Residence Halls..... Director of Residence Life
  - Student Union Building and Surrounding Area..... Director of Union Services
- ◆ Signs on bulletin boards generally should not exceed letter size (8 1/2" by 11").
- ◆ Signs advertising specific events must be removed by the sponsoring group within one week after the event.

## Commercial Solicitation on Campus:

- ◆ Solicitation for commercial purposes that competes with campus-based operations will not be allowed.
  - ◆ Entities wishing to solicit on campus must present to the appropriate approval authority as listed below, a detailed description of the product or service to be sold/provided, proof of commercial licensure or non-profit status, as applicable; and other documentation as may be required by the University to determine acceptance or rejection of the request.
- | <b>Solicitation Target Population</b>         | <b>Approval Authority</b>   |
|---|-----------------------------|
| General Campus Community.....                 | Dean of Student Life        |
| University Employees (Faculty and Staff)..... | Director of Human Resources |
| University Purchases.....                     | Purchasing Agent            |
- ◆ The University reserves the right to set time, manner, and location restrictions on all solicitation activities.
  - ◆ The University reserves the right to deny approval of the content or product of commercial solicitation if the content or product thwarts the aims, purposes, or policies of the institution, or if the content or product is prohibited by University regulations, board policy or law.
  - ◆ Charges for facility use, related expenses, and compensation to be paid to the University will be determined by the University and paid by the individual, group or business in accordance with published University policy.