The Third Party & Request to Post Form must be submitted to the Office of Student Life, for all events in connection with an on-campus OR off-campus for profit or non-profit group.

**Off-Campus /Third party group(s):**

**Event Name:**

**On Campus Sponsor (Student Organization)**

1. **Event Date:**

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
</table>

2. **Event Time:**

**Event Contact Information: Off Campus Group**

3. List the off Campus organization’s contact information for the event (ex. website, phone, email address).

4. **Describe the event or program activity (attach agenda and handouts). List any product(s) to be sold:**

5. **Name/contact information for On-Campus Host group**

6. **APPROVAL: (to be signed by the Associate Vice-Chancellor of Student Affairs, or Designee)**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

For questions concerning this form, or scheduling student events that involve solicitation, please contact one of the representatives listed below. You may return this form via fax, e-mail, mail, or hand delivery.

800 Madison Ave, Suite 300, Memphis TN 38163
Fax: 901-448-7585.

Dr. Susan Davies, Associate Vice-Chancellor of Student Affairs, (sdavies3@uthsc.edu), 901-448-5070
Jonnie Perez, Director of Student Life, (jperez11@uthsc.edu), 901-448-2839
THIRD PARTY INFORMATION SHEET & REQUEST TO POST FORM

Procedures

I. Definition

“Solicitation” is defined as the seeking of funds or support by a registered student organization from sources other than its members including the procurement of supplies, and other forms of support, and the selling and distribution of items, materials or products and services. Registered student organizations may be authorized to solicit on campus as long as such solicitation is consistent with the aims of the organization and is not for the personal benefit of members. See RULES OF THE UNIVERSITY OF TENNESSEE 1720-1-7-.03 Solicitation of Funds by Student Organizations available at: http://tn.gov/sos/rules/1720/1720-01/1720-01.htm.

II. Statement

Per UTHSC Fiscal Procedure F325, Solicitations on Campus (Policy Item 3): The University and its Health Science Center wish to guard against deceptive promotional incentives and solicitation practices and do not wish for its students and employees to be unfairly lured into buying products or services through on-campus solicitations. Consequently, the University does not allow on-campus solicitation of any kind in non-public areas, and solicitation in public areas is subject to advance approval by the HSC as to time, place and manner.

III. Reason for Procedure

To ensure that any solicitation or distribution of information on University property by an outside group does not interfere with the University’s commitment and mission to provide quality higher education and related services to its students.

IV. Applicability of the Procedure

This Procedure applies to any Third-Party persons or groups who wish to present or solicit to the UTHSC students; post material; or host an event on University property.

V. Related Documents

Conflict of Interest Policy F125
Solicitation – Third Party Information Form

VI. Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Title or Position</th>
<th>Telephone Number</th>
<th>E-Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Susan Davies</td>
<td>Associate Vice-Chancellor of Student Affairs</td>
<td>901-448-5070</td>
<td><a href="mailto:sdavies3@uthsc.edu">sdavies3@uthsc.edu</a></td>
</tr>
<tr>
<td>Jonnie Perez</td>
<td>Director of Student Life</td>
<td>901-448-2839</td>
<td><a href="mailto:iperez11@uthsc.edu">iperez11@uthsc.edu</a></td>
</tr>
</tbody>
</table>

VII. Procedures

1. Solicitation

   A. Any Third-Party individual or group wishing to solicit on University property must be sponsored by an officially approved on-campus student organization or campus host.

   B. The On-Campus host must complete a Solicitation Request Form, which can be obtained from the Office of Student Affairs. All of the following information must be provided on that form:

Approved by CASA 4-2-13
THIRD PARTY INFORMATION SHEET & REQUEST TO POST FORM

- Name, address, and phone;
- Individual, group, agency that s/he is representing;
- Purpose of the requested solicitation (e.g., products, recruiting members, public awareness, etc.); and

C. Date and time, s/he wishes access to College property.
D. The **Third-Party** representative must complete the **SOLICITATION BY A THIRD-PARTY** information sheet. **No outside group(s), or financial institutions, will be allowed permission to market products or services to University of Tennessee Health Science Center personnel or students.** Third parties will be required to adhere to all of the requirements of the University of Tennessee Health Science Center.

E. The Associate Vice Chancellor for Student Affairs (or designee) will review all solicitation requests. Once approved by the **Associate Vice-Chancellor of Student Affairs**, it will be forwarded to any other Senior Administrators for final approval. If approved, the individual or group(s) will be given written approval authorizing the specific date, time and place that the University will permit the requested solicitation to take place. No solicitation may take place at any other day, time or place. Because University sponsored events take precedence over solicitation by outside groups, the University reserves the right to reschedule or cancel the authorization at any time. A copy of the authorization will be sent to UTHSC Campus Police.

2. **Distribution.**

A. The circulation of any leaflets, flyers or other mass distribution of material by individuals or outside groups on University grounds is prohibited. However, such persons may request that non-marketing related material or event announcements be posted on public bulletin boards by completing a Request to *Post Form* that is available in the Office of Student Affairs. A copy of the material to be posted and all of the following information must be provided:
   - Name, address, and phone;
   - Individual, group, agency that s/he is representing;
   - Purpose of the requested posting (e.g., event announcement, recruiting members, public awareness, etc.); and
   - Date and time, s/he wishes the material to be posted.

B. The Associate Vice Chancellor for Student Affairs (or designee) will review all posting requests. If approved, the individual or group will have their flyers, posters, etc., stamped with an end date for the flyer/poster to be taken down (no more than 14 days).

C. Postings are **not allowed** to be placed on windows, doors, display cases, stair rails, walls, painted surfaces, in public corridors or other surfaces. Postings by Third-Party individuals/groups are only permitted on public bulletin boards.

3. **Violation of this Procedure.**

When a Third-Party/individual violates the procedures set forth, he/she will be asked to leave the property. If the individual does not agree to leave University property, the Campus Police will escort the individual off University property. If the individual continually refuses to leave College property, the individual will be instructed that failure to leave will result in arrest for *Trespass in violation of Tennessee Code 39-14-405* Criminal trespass. The University will also consider the individual to be "persona non grata" who is forbidden to return to University of Tennessee Health Science Center property.

A. **Harassment of members of the University Community**

The University will not tolerate harassment of members of the University community by those persons or groups soliciting with permission on campus. Individuals who engage in harassing behavior will have their permission to be on campus immediately revoked.

B. **Individuals who are granted permission who perform solicitation outside of the permissible time and places.** Additionally, individuals who are granted permission by the University but choose to perform their solicitation outside of the hours or locations granted by the University will have their permission immediately revoked, and they will be asked to leave University property. If they refuse to leave University property, they will be deemed in violation of campus policy.

**VII. Forms**

- Solicitation Request Form Third Party