

## STUDENT ORGANIZATION SOLICITATION REQUEST FORM

*V The solicitation Request Form must be turned into the Office of Student Life 10 days prior to the event, program or activity with all of the appropriate signatures.*

**(Student) Last Name:**

**First Name:**

**UTHSC E-Mail:**

**Contact Phone: Name of**

**Organization:**

**Name of President**

**President's E-Mail**

**President's Phone Number**

**Location of Event:**

**Date of Activity:**

**Start Time of Activity:**

**End Time of Activity**

### 1. Secured/Contracted

I certify that UTHSC Facilities and/or scheduling personnel have approved the space needed.

I certify that Student Organization Advisor, and all necessary personnel, have approved of this event.

**Yes**

**No**

**Yes**

**No**

**Name of  
Facilities  
Approver**

**Name of Advisor**

Any, and all, use of Logo's must be approved by  
Communications and Marketing (901-448-5544)  
prior to the event.

**Facilities  
Approver's  
Phone Number**

**Advisor's UTHSC E-mail:**

**Advisor's Phone  
Number:**

**2. Description of the event, program, activity and product to be sold if any: If there are UT or UTHSC logo's or emblems that will be used on any item, you will have to contact Communications and Marketing (901-448-5544) prior to the event to get permission.**

**3. Describe how the Funds will be used and indicate if any funds will be credited to other agencies:**

**Student Signature**

**Date**

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

**Signature**

**Date**

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 e-mail, mail, or hand delivery.  
800 Madison Ave, Suite 300, Memphis TN 38163.

Dr. Darrylinn Todd, Interim Associate Vice-Chancellor of Student Affairs, (dtodd7@uthsc.edu), 901-448-5070  
Jonnie Perez, Director of Student Life, (jperez11@uthsc.edu), 901-448-2839

## Instructions

“**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>.

### PROCEDURES

1. Complete form in its entirety.
2. These forms, along with other necessary forms, are returned to The Office of Student Affairs 10 days prior to the scheduled event. This includes fundraising events, advertising, and soliciting on campus.
3. All reservations are on a first-come, first-served basis.
4. A copy of all materials to be distributed will be attached to this form when submitting to the Office of Student Affairs.
5. Student organizations, advisors, departments and sponsored vendors will be sent a signed solicitation approval form via e-mail before the event date.
6. Vendors may be required to pay a set-up fee at the time the authorization form is picked up.
7. Any give-away item offered by a vendor on campus or any token gift offered in exchange for a purchase must be in good taste and must not promote the use of alcohol, tobacco, or other drugs. Vendors are asked to provide examples/photos of their planned giveaways as part of their application to solicit on campus. Promotional materials that celebrate UTHSC are welcome.

### REGULATIONS

8. Publicity materials (signs, posters, etc.) cannot be posted (taped, stapled, glued or tacked) outside of any university facility including on trees, fences, curbs, fire hydrants, statues, or on any brick, concrete or painted surfaces. Posting of any materials inside of a building requires the express permission of the appropriate building manager and would normally be limited to specific areas (e.g. public poster boards).
9. Activities that intend to make use of lottery, raffle, or any similar fundraising measure are not allowed under Tennessee Law (see Chapter 17. Tennessee Charitable Gaming Implementation Law § 3-17-101).
10. Activities that mention door prizes, or admission ticket, stub, or any advertisement must have a sample ticket submitted along with solicitation paperwork.
11. Student Organizations, who wish to make philanthropic and charitable giving requests to UTHSC alumni/donor MUST contact the UTHSC Alumni Association in advance of the request for approval. Please contact Michelle Nixon at 901-448-8387/[mnixon@uthsc.edu](mailto:mnixon@uthsc.edu) or Tim Lanier at 901-448-5516/[tlanier@uthsc.edu](mailto:tlanier@uthsc.edu) for more information.
12. **Student Activities Center (SAC) events:** Space permitting- registered student organizations or campus departments may sponsor events (which may include sale or offer for sale of goods or services), in the SAC under the following conditions:
  - a. All items handed out at a solicitation table (Magazines, flyers, coupon books, etc...) must have the name of the sponsoring student organization or department on it.
  - b. A sign with the name of the sponsoring organization or department must be displayed at the solicitation table.
  - c. Items may only be distributed from behind a table (i.e. Solicitors may not walk around the campus or the food court area to sell items or services).
13. Table location for the SAC area is at the discretion of SAC administration and may not be relocated without permission. Groups hosting events in the SAC may not interfere with the flow of traffic and must remain in the immediate area of their assigned table(s).
14. Amplified sound is NOT allowed in the SAC area.
15. Distribution of food or beverages must be approved through the student solicitation process. Request for a waiver of campus food services should be made to UTHSC Catering Services, in conjunction with food sales information sheet.
16. Any organization found in violation of policies will be asked to vacate its location and the reservation will be cancelled.

17. The SAC administration may make exceptions to the SAC policies to accommodate student programming (i.e. SGAEC, etc.).
18. Student organizations holding events on campus who anticipate needing accommodations for students with disabilities should contact the Office of Equity and Diversity 901-448-2112 in advance of the event.
19. Student organizations wishing to post or hand out flyers on campus must include the following accommodations statement: Persons with disabilities who anticipate needing accommodations or who have questions about physical access may contact the Office of Equity and Diversity 901-448-2112 in advance of the program (or film, event, etc.)
20. Please contact the appropriate personnel below for appropriate facilities scheduling and permissions:
  - GEB - (GEB) 901-448-6960, (GEB) (901- 448-5015)
  - Madison Plaza - Special Events for the Madison Plaza (901-448-1164)
  - On-campus Outdoor Events (901-448-2360)
  - Pharmacy Building (901-448-6120)
  - SACS Building Manager (901-448-5525 or 901-448- 8767)
21. Additional Resources: For further explanation of policies and procedures, please contact:
  - Alumni & Development 901-448-5516 [utalumni@uthsc.edu](mailto:utalumni@uthsc.edu)
  - Associate Vice-Chancellor – Student Affairs 901-448-5568
  - Campus Events 901-448-2360
  - Communications and Marketing 901-448-5544 Email: [communications@uthsc.edu](mailto:communications@uthsc.edu)
  - Director – Student Life 901-448-2839
  - GEB 901-448-6960 or 901-448-5015
  - Office of Finance and Operations 901-448-5523
  - Office of Student Life 901-448-5610
22. University Policies and Procedures regarding solicitation can be found at: [http://www.uthsc.edu/policies/w932\\_document\\_list.php?app=FSC](http://www.uthsc.edu/policies/w932_document_list.php?app=FSC)  
<https://www.uthsc.edu/centerscope/>  
<http://www.uthsc.edu/studentlife/>  
[https://my.tennessee.edu/portal/page?\\_pageid=34,140536&\\_dad=portal&\\_schema=PORTAL&p\\_policy=FI0715](https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=FI0715)