



Effective: January 24, 2025
Last Revised: January 24, 2025

Responsible University Office:
Strategic Partnerships and Operations

Responsible University Administrator:
Vice Chancellor of Business and Finance

Policy Contact:
Michael Christen, Director of Strategic Partnerships and Operations, christenmt2@unk.edu, 308-865-8448

George Holman, Associate Vice Chancellor, holmangp@unk.edu, 308-865-8528

Solicitation on University Property

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Scope

The University of Nebraska at Kearney (“University”) has the duty and responsibility to maintain a safe and healthy environment conducive to its principal mission of education. The University recognizes and respects the constitutional protection of free speech as well as the individual's right to privacy. Accordingly, the University hereby adopts this solicitation policy for establishing reasonable time, place, and manner for campus solicitation.

This policy applies to all University owned and controlled properties and facilities as well as all students, faculty, staff and visitors to campus.

Reason for Policy

To avoid disruption of business operations or disturbance to faculty, staff, visitors and students, the University has implemented this solicitation policy.

The purpose of this policy is to preserve and promote an academic environment for University students and faculty.

This policy establishes guidelines to solicit on University owned and controlled properties and facilities.

Policy Statement

Permitted Solicitation Activities

Solicitation events and activities related to the following situations will be permitted on University owned and controlled properties and facilities:

1. Solicitation in which all profits of any sale of goods or services, donations, or fundraised monies goes directly to a pre-designated, non-profit organization, charitable organization or Recognized Student Organization.
 - a. Solicitation conducted by Recognized Student Organizations must follow policies and procedures for a Recognized Student Organization.
 - b. Solicitation by a Recognized Student Organization for the benefit of the Recognized Student Organization or designated non-profit or charitable organization must be clearly related to the purpose and mission of the Recognized Student Organization.
 - c. On-Campus Groups sponsoring the activities of an off-campus non-profit or charitable organization will be held responsible for the actions of their guests.
 - i. The primary, secondary or co-advisors of a Recognized Student Organization must be present while the off-campus, non-profit or charitable organization is visiting the University.
 - ii. A campus representative/officer of an On-Campus Group (not including a Recognized Student Organization) must be present while the off-campus group is visiting the University.
2. Normal business contacts by representatives of Authorized Vendors engaging in business with the University.
3. Contracted Sponsors of the University in accordance with their respective contracts and related benefits.
4. Activities related directly to the completion of University curriculum requirements.
5. Job fairs, benefit fairs, or vendor showcases in which the University invites and organizes the Solicitation.
6. Blue and Gold Showcase (or equivalent future replacements) in which all community businesses are welcome to attend and interact with the University community.
7. Solicitation of employment opportunities for students with no direct profits related to the recruiting efforts when properly directed and approved by Academic Advising & Career Development.
8. Events where there is a collection of an admission fee for entrance or an activity if it is sponsored by the University or an On-Campus Group with Recognized Student Organizations complying with Section 5.9.1.7 of Board of Regents Policies.

9. This policy shall not be interpreted as restricting the use of the Antelope Newspaper or other appropriate publications for advertisements or solicitation or political materials as long as such publication remains consistent with responsible journalism.

Prohibited Solicitation Activities

Solicitation events and activities related to the following situations will not be permitted on University owned and controlled properties and facilities:

1. Solicitation by On-Campus Groups, faculty, staff and students acting as agents on behalf of a for-profit business or organization.
2. Solicitation benefitting a single individual.
3. University intra-campus mail service cannot be used by faculty, staff, students, or outside businesses or organizations for solicitation, or for any purpose that is not determined as official University business.
4. No Solicitation can be conducted using University resources (computer, e-mail and communication systems, photocopiers, materials, personnel) or other related University workplace resources.
5. Canvassing or Solicitation of funds, sales, services, votes, memberships, literature, signatures, or subscriptions – whether it is University related or not – is not permitted in the residence halls. This includes going “door-to-door” in residential rooms for the above reasons, putting “door hangers” on doorknobs and/or sliding flyers underneath doors into student rooms. Student rooms are not to be used for any commercial purposes or selling via personal business.
6. Door-to-door solicitation is prohibited.
7. All other Solicitation on University owned and controlled properties and facilities not listed in the Permitted Solicitation Activities section.

General Solicitation Restrictions and Guidelines

All Solicitation events must comply with the following procedures:

1. Solicitation shall not disturb or interfere with the regular academic or institutional programs conducted on campus.
2. 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.
3. Any individual or group soliciting shall not harass, embarrass or intimidate any other person(s).
4. Posting Materials on University Property Policy applies to all individuals or groups seeking to temporarily post materials on University property.
5. Use of University Property Policy must be followed for distribution of literature and materials on University property.
6. Solicitation must be conducted in compliance with procedures established by this policy and comply with all applicable laws and University policies.
7. In no case, shall individuals or organizations engage in unlawful activity, misrepresentation or fraudulent trade practices or display, distribute or sell items which are illegal.

8. Any collections boxes or containers related to such efforts can only be present for the limited time of the event or activity and may not be present for extended periods of time.
9. Individual bank accounts cannot be used for the collection of any funds.
10. Raffles must comply with all state and gaming requirements.
11. In no case shall individuals or organizations promote, sell or consume alcoholic beverages or tobacco products or services that are contrary to the mission of the University.
12. Items to be distributed or offered for sale, which contain University trademarks, names and/or logos, must be approved by the Office of University Communications and Marketing.
13. University reserves the right to determine appropriate location and manner of all Solicitation and display materials including goods, posters, banners, backdrops, etc. for all Solicitation activities. Any applicable display materials must be maintained in the designated display area.
14. University has entered contracts with Authorized Vendors which may have additional restrictions, limitations and requirements for any groups and individuals soliciting.

Procedures

Solicitation Approvals

All solicitation events must follow the University Facilities process to reserve space and/or facilities prior to the event. In addition, all solicitation events must receive the following approvals as applicable:

1. Any solicitation undertaken at a University athletic event or within a University athletic facility must be pre-approved by the Athletic Director or their designee to ensure compliance with any applicable Mid-America Intercollegiate Athletics Association (MIAA) and National Collegiate Athletic Association (NCAA) policies.
2. Solicitation undertaken by a University faculty member for a University group, organization or department must be pre-approved by the Senior Vice Chancellor for Academic Affairs or their designee.
 - a. Solicitation that disrupts a faculty member's work assignments is prohibited.
 - b. Faculty engaging in prohibited activity may be subject to disciplinary action commensurate with the violation in accordance with applicable University policies concerning faculty.
3. Solicitation undertaken by University staff must be pre-approved by the Director of Human Resources or their designee.
 - a. Solicitation by University employees is prohibited during the employee's Work Schedule. Specifically, Solicitation by an employee of another employee is prohibited while either employee is on their Work Schedule. Prohibited activities include actual sales or order taking as well as the distribution of catalogs and literature.

- b. Work Schedule does not include lunch periods, authorized rest breaks or any other specific period of the day when employees are not properly engaged in the performance of their work duties.
 - c. All managers are responsible for administering this policy and for enforcing its provision.
 - d. Employees engaging in prohibited Solicitation activity may be in violation of this policy and may be subject to disciplinary action.
- 4. In order to protect the value of student life and engagement and the image of the University, any other exception to this policy must be approved by the Associate Vice Chancellor of Student Affairs or their designee(s).

Definitions

Authorized Vendors: Third-party companies and individuals that have contracts which have gone through required University bid processes and have been processed and executed through Strategic Partnerships and Operations.

Contracted Sponsors: Third-party companies that have sponsorship agreements which have been processed and reviewed by Strategic Partnerships and Operations and executed by the University.

Solicitation: Peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on University property or using University resources. Solicitation is further defined as contacting any member of the campus community by personal contact, University telephone or email, or letter to either recruit or gain membership in an organization not formally recognized by the University.

On-Campus Groups: University-recognized committees and recognized student organizations, academic departments, administrative departments, and intercollegiate athletic teams.

Recognized Student Organization: Student group officially recognized, approved and in good standing in accordance with University student government policies and procedures.

Work Schedule: The period of time during working hours when the employee is engaged in or is expected to be engaged in service on behalf of the University.

Additional Contacts

Subject	Contact	Phone	Email
Authorized Vendors	Michael Christen	(308) 865-8448	christenmt2@unk.edu
Athletics	Marc Bauer	(308) 865-8332	bauermd@unk.edu
Contracted Sponsors	Lynelle Fritzen	(308) 865-8541	fritzenl@unk.edu
Human Resources	Scott Benson	(308) 865-8431	bensonsa1@unk.edu
Student Engagement	Renae Zimmer	(308) 865-8393	zimmerl@unk.edu
Office of University Communications and Marketing	Todd Gottula	(308) 865-8454	gottulatm@unk.edu
Reservations	Betsy Warren	(308) 865-8692	warrenbn@unk.edu
Academic Advising & Career Development	John Gibbs	(308) 865-8925	gibbsjm@unk.edu

Forms

[Reservation Request Form](#)

Related Information

[Trespass Policy](#)

[Use of University Property Policy](#)

[Posting Materials on University Property Policy](#)

[Sale and Distribution of Food Policy](#)

History

This policy replaces policy previously located within Business and Finance Policies and Procedures.