



UNIVERSITY OF GEORGIA

Solicitation

Policy

1. Policy Statement

This policy outlines the guidelines and procedures relating to solicitation on the University of Georgia campus. This policy applies to solicitation activities by campus organizations (student or non-student, including University departments), commercial vendors, nonprofit or charitable organizations, and individuals, as well as all affiliated organizations including but not limited to The University of Georgia Athletic Association, The University of Georgia Alumni Association, The University of Georgia Foundation, The Arch Foundation, The University of Georgia Research Foundation, and The University of Georgia Real Estate Foundation. For purposes of this policy, distinctions are made between University Related and Non-University Related Solicitation and between "Commercial" and "Noncommercial" Solicitation. The sale of personal property by individual members of the University community does not require prior authorization or notification of authorized officials, but must comply with the standards set forth in paragraph 1(c) below, and section 5, "Standards", under "Procedures".

A. Commercial Solicitation

Solicitation by Private Enterprises

- Commercial activities are generally prohibited unless the University does not offer the good or service and it is determined that the activity is compatible with the purpose of the University.
- Institutions of the University System shall not permit the operation of private business enterprises on their campuses, except as otherwise provided by contract. All business enterprises operated on a campus of an institution of the University System shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the chief business officer of the institution (Board of Regents Policy 711.02).
- Vendors offering services to campus under contract may solicit the sale of goods and services consistent with the terms of the contract.

Solicitation by University of Georgia Employees

- Commercial solicitation by University of Georgia employees is prohibited during work hours.
- Prohibited activities include actual sales or order taking, as well as the distribution of catalogs and literature.

B. Use of University Facilities

- University facilities are intended for the use of its students, faculty, staff and invited guests participating in University-approved programs or activities

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- Departmental mailboxes and bulletin boards shall not be used to distribute sales information or catalogs.
 - Commercial information may not be posted on University buildings, interior and exterior doors, interior and exterior walls, windows, fences, directional and informational signs, lamp posts, light poles, barricades, trees, and any other inappropriate location.
 - The University electronic mail system, internal campus mail service, and bulletin boards are for official University correspondence and authorized activities only and shall not be used for commercial correspondence, advertising, soliciting, or mass mailing.
 - Newspapers may also be sold through coin-operated vending racks approved by and at locations designated by the Director of Auxiliary Services or his representative (542-7167). Only one rack per newspaper may normally be placed at each authorized location, any exception to this must be approved by the Director of Auxiliary Services (usually allowed only for high demand situations). Newspapers may also be given away by placing on designated information tables or residence halls with permission of the Director of Housing (542-1421) and in designated areas in Tate Student Center. In addition, newspapers may be given away through totally-enclosed vending racks approved
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706-542-3000

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