

Selling or Soliciting on Campus

Policy Statement

Southeastern Louisiana University regulates selling and soliciting activities on campus to ensure a conducive environment for academic pursuits while still allowing on and off-campus groups and individuals to engage in fundraising and promotional activities.

Purpose of Policy

This policy outlines the guidelines relating to sales and solicitation on campus and in university facilities.

Applicability

This policy applies to all Southeastern faculty, staff, students and visitors to campus.

Definition

Selling and solicitation encompass various activities such as canvassing, recruiting members or support for organizations, seeking contributions, and distributing materials. Additionally, it includes peddling goods, purchasing or selling services, distributing advertising materials, or engaging in any profit-oriented activities on University premises.

Policy Procedure

Prior consent from the University is required for selling and solicitation activities to be permissible. Any unregistered sales and solicitations by on and off-campus groups and individuals on university property which results in personal financial gain is prohibited. University departments and registered student organizations may engage in selling or soliciting on University grounds or in University buildings if approved by the Dean of Students through the Registration of Activities process. Outside groups and vendors must obtain approval through the Office of Auxiliary Services to sell or solicit on campus. Individual students, faculty, and staff are permitted to sell or solicit on campus with approval by the Office of Auxiliary Services. University faculty, staff, students and visitors must abide by the following regulations:

- All University departments and student organization events held on campus must be registered with the Office of Dean of Students in accordance with the Registration of Activities policy, available at www.southeastern.edu/roa.
- Student organizations and departmental units intending to sponsor or host events involving purchasing food items requiring preparation and/or handling of raw or perishable food items, must complete Food

Preparation Training through the Office of the Dean of Students. For more information, contact (985) 549-3792 or deanofstudents@southeastern.edu.

- Prior registration with the Office of Auxiliary Services is mandatory for off-campus groups and individual students, faculty, or staff intending to engage in selling and solicitation activities on campus. The registration process will entail submission of a detailed proposal outlining the nature of the activity, intended location, duration, purpose, and any associated fees or charges. Applicable fees may apply and proof of liability insurance may be required. For more information, contact (985) 549-2041 or conf_services@southeastern.edu.
- The use of the University's name or logo on products is subject to all [university licensing requirements](#). The use must be cleared through the Office of Marketing and Communications. For more information, contact (985) 549-5861 or umc@southeastern.edu.
- University resources (website, email, etc.) are provided for official university business and may not be used for personal gain by faculty, staff, or students.
- Registered student organizations and off-campus groups must comply with all applicable local, state, and federal laws and regulations, as well as university policies and guidelines while conducting selling and solicitation activities on campus.
- Posting or otherwise affixing printed material or other items on vehicles will not be permitted in accordance with the University's Sign Policy, available at: https://www.southeastern.edu/resources/policies/policy_detail/sign_poster_flyer.html.
- Under no circumstances will door-to-door solicitation be allowed in any University facility.
- No resident or student can conduct a business, sales or solicitation in the residence halls.
- Any soliciting, selling, collection of contributions, vending, or distribution of flyers, or other promotional/advertising materials on campus during game days without written approval by the Athletics Department is prohibited. For more information, contact (985) 549-2253.
- Selling and solicitation activities should not disrupt the normal operations of the university or impede pedestrian or vehicular traffic flow on campus.
- Approved selling and solicitation activities must be confined to designated areas on campus as determined by the university.
- No item sold or advertised may be in competition with any University contracted service or agency such as Dining Services, University Bookstore, beverage agreement, etc.
- Selling and solicitation activities must not involve the distribution of illegal or prohibited items, including but not limited to alcohol, tobacco products, drugs, weapons, or counterfeit goods.

- Groups are responsible for ensuring the cleanliness and orderly conduct of their selling and solicitation activity areas. Littering or any damage caused to university property will result in penalties and may impact future authorization for such activities.
- The university reserves the right to revoke permission for selling and solicitation activities at any time, should there be a violation of this policy or if the activity is deemed to be in conflict with the university's mission, values, or interests.

Nothing in this policy or its regulations is intended to infringe upon any constitutional or other legal rights regarding freedom of speech in accordance with Louisiana Act 666. This policy and regulations exist to ensure the balance of the rights of individuals to engage in solicitation activities with the need to maintain order, safety, and the overall well-being of the institution and its community members. All constitutionally protected speech will be permitted within the reasonable time, place and manner parameters.

[End of Policy]