

Policies: Solicitation on University Premises

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Guidelines for Permission and Registration of Solicitation

- Solicitation shall be defined as selling, peddling, and/or distribution of material, free or otherwise. The selling of newspapers or similar printed materials outside University buildings is not regulated by this policy.
- Individuals or organizations (student or non-student) may engage in solicitation in University structures and on University grounds pursuant to the terms and condition established herein, and the University retains the right to accept or reject, with just cause, any request for use of its structures and/or grounds. No such use of University structures and/or grounds will be permitted without registration and permission of the appropriate office.
- All requests for such use of University structure and/or grounds should be directed to the Director of University Centers in all cases except on-campus housing. In the case of solicitation within on-campus housing, the Student Programs Coordinator should be contacted with such requests. No solicitation will be permitted in living area for non-hall affiliated activities.
- Solicitation in non-academic buildings (other than residence halls) requires the approval of Event Services (Davies 240).
- Solicitation in the academic buildings of the University requires approval of the Vice Chancellor for Academic Affairs upon the recommendation of the Director of University Centers.
- Solicitation on the University grounds will require approval of the Assistant Chancellor for Finance and Administration, upon the recommendation of the Director of University Centers.

Guidelines for Solicitation by Non-Student Individuals and Groups, and Individual Students

- All non-student individuals and groups whose request to solicit has been approved will be charged a fee for use of any University structure and/or grounds. All goods being sold will be approved at the discretion of the Director of University Centers.
- Individual UWEC students not affiliated with a recognized student organization, who are soliciting as individuals, will also have to request to solicit and will be charged a fee for use of any University structure and/or grounds. All goods being sold will be approved at the discretion of the Director of University Centers.

- Lists of names, addresses, official University records, or any other information about University students will not be made available to non-University individuals or organizations without approval of the Chancellor of the University, or her/his designated agent.
- Student directory information which is not published in the Student Directory may be provided to outside agencies for legitimate educational purposes by the Registrar. "Legitimate educational purpose" is to be strictly interpreted. An example of legitimate educational purpose is announcement of a special course of interest to majors in a particular subject offered by another UW-System institution. Such information may be provided in the form deemed most appropriate by the Registrar, and a processing charge will be made to cover full costs of providing the information.
- The University will not, except as provided in the item above, provide separate mailing lists containing student data to outside parties.

Housing

For posting in the residence halls, visit [Policies: Housing and Residence Life Posting](https://kb.uwec.edu/article/policies-housing-residence-life-posting/) (<https://kb.uwec.edu/article/policies-housing-residence-life-posting/>).