

**On Campus Solicitation of Donations and
Non-commercial Fundraising**

Policy No.: 750-03

Effective: 11/15/04

POLICY:

The use of campus grounds and facilities for the purpose of seeking donations may be permitted in accordance with reasonable directives as to time, place and manner.

PURPOSE:

To establish guidelines through which students, faculty, staff, and community members may solicit financial support through donations for individuals, groups, organizations, and causes that assure an environment conducive to teaching and learning by establishing time, place and manner requirements.

PROCEDURES:

I. On Campus Individuals, Groups and Organizations:

Application for Permit: All recognized university employee groups, recognized student organizations and clubs, and individual students and employees must obtain the appropriate event and spacereservation forms from the Matador Involvement Center located at the west end of the University Student Union.

II. Off-Campus Individuals and Groups:

Application for Permit: All individuals, and clubs, groups, and organizations composed of members other than students and employees must obtain a the appropriate event and space reservation form from the Matador Involvement Center located at the west end of the University Student Union.

Note: Fundraising through the sale of any type of item is considered a commercial activity. Authorization to conduct commercially oriented activity on campus must be requested through The University Corporation Licensing Office, Sierra Center.

REGULATIONS:

Any violation of the regulations governing solicitation of donations shall cause an immediate rescission of the permit to solicit and, additionally, shall result in the soliciting privilege being suspended for a period of time commensurate with the seriousness of the violation involved, as determined by the approving authority.

RESPONSIBILITIES:

The president's designee for the purpose of implementing the policy shall be the Vice President for Student Affairs.

FORMS:

[Field and Space Reservation Form](#)

REFERENCES:

Applicable Codes: [California Code of Regulations, Title 5, Chapter 1, Subchapter 5, Article 9 \[Section 42350\]](#)

[Policy on Commercially Oriented Activities](#)

[Use of Academic and Administrative Buildings](#)

[Handbills, Circulars, Petitions, Surveys, Questionnaires and Other Forms of Written Material](#)

[General Use of Campus Grounds and on Posting, Billboards, and Banners.](#)

FURTHER INFORMATION:

For policy clarification and to obtain the appropriate forms, contact the Matador Involvement Center at 818-677-5111.

APPROVED BY THE PRESIDENT