SOLICITATION AGREEMENT

**Please fill out the top part of this form. Submit this form, rules attached, with your permit application**

GROUP:__________________________________________________________

NAME OF COMPANY:_______________________________________________

DATE(s) COMPANY COMING TO CAMPUS:__________________________

PRODUCT(s) TO BE SOLD:_________________________________________

TERMS:
1. A company can sell its product up to two (2) days per semester.
2. The officer or member of sponsoring group **MUST** help with set up of table.
3. At the time of set up, representative **MUST** sign this form as evidence they understand Rules & Procedures of the University.
4. The top sheet of the Solicitation Agreement should then be turned into the Student Senate Office, CUB 201, before start of solicitation. (Representative **MUST** retain the remaining permit and Solicitation Agreement.)
5. The representative from the company **MUST** stay in the designated area; violation of this rule may cause representative to be asked to leave the premises.
6. Students may not be approached for solicitation purposes.

_________________________________________/ 
Signature Group President/Date

_________________________________________/ 
Signature Company Representative/Date

_________________________________________/ 
Signature Student Senate Office
Administrative Assistant/Date & Time

VIOLATION OF THESE RULES WILL RESULT IN SUSPENSION OF PERMIT AND FUTURE PERMITS
XII. Limited Enterprises

All groups or individuals engaged in solicitation and/or fundraising activities on the campus of Shippensburg University are required to conform to the regulations of this section.

A. The operations of solicitation and/or fundraising activities shall be divided into two categories which are Limited Enterprises and General Enterprises.

B. Limited Enterprises shall refer to the operations of those individuals or groups which either singly or collectively engage in solicitation and/or fundraising activities and are students at Shippensburg University.

C. Limited Enterprises must apply through a permit application in the Student Senate Office (CUB 201). Any solicitation and/or fundraising activity on campus must be approved through an application to the Student Senate Office.

1. The Senate Administrative Assistant will immediately post approved permits.
2. The Senate Administrative Assistant will maintain a record of all approved permits.
3. All permits will be granted within the current academic year or in the case of applications in May for the first month of the ensuing year.
4. Possession of a permit at a previous time will in no way guarantee continuation of the privilege. Permits shall be forfeited at any time upon the action of the Senate for violations listed in these guidelines. The individual or group will have the right to appeal the revocation before ECAC committee, or the Student Senate as a whole.
5. If a Limited Enterpriser desires to engage in additional activities, or to make a change in activities, they must submit a new application for a permit and have outlined the original activity as well as the additional or changed activity.
6. If questioned, individuals or groups must produce their permit when selling. Photocopies of issued permits are allowed to facilitate the activity.
7. Groups sponsoring outside vendors shall complete a Solicitation Agreement to be handed in with the permit application.
8. If rejected, the individual or group must again reserve the dates for the facility and go through the process again.

D. Permit Application Process

1. **Food Products**

   a. Permits for food products will be approved for a period not exceeding one-(1) calendar month.

   b. Only one-(1) type of any food product may be sold at any one-(1) place at a given time. This will be left to the discretion of the Senate Administrative Assistant.

   c. All food for sale/distribution/giveaway (fundraisers i.e., bake & candy sales) must be commercially labeled & packaged and purchased from retail store or through Campus Dining Services prior to selling. Failure to comply will result in the immediate revocation of a group’s permit.

      i. All student groups, University offices/departments, and individuals must present receipts verifying purchases to the Student Senate Office.
ii. All University student groups should contact Campus Dining Services to create menus or purchase food items that work for their respective events.

d. Student groups or individual students may apply for food product sales.
e. Food for sale/distribution/giveaway at campus events & fundraisers is not allowed to be prepared by members of the University community. Please contact the Director for Campus Dining Services or their designee at (717) 477-1619 to make arrangements or discuss options for events/fundraisers.
f. Food sales/distributions/giveaways are not allowed when in direct competition with University contracts including:
   i. Campus Vending (Snacks & Beverages)
   ii. Campus Dining Services
      a. All food for catered events in campus facilities must be coordinated through Campus Dining Services (Chartwells Catering).
      b. Chartwells, as per its contract, has first right of refusal for all campus dining events.

2. **Non-Food Products**
   a. No gambling of genuine currency is permitted on the University campus.
   b. Raffles or games-of-chance are restricted by Pennsylvania state law.
   c. Only sales of residence hall t-shirts; class, sorority/fraternity and residence hall dinner dance tickets; Cumberland Yearbook sales; and individual Resident Assistant programs, done on a hall-wide basis, are exempt from these guidelines.
   d. The following groups are exempt from these guidelines only when selling advertising:
      Cumberland Yearbook SUTV
      Homecoming Committee WSYC
      SLATE
   e. All permit applications for non-food products (with the exception of flowers) may be scheduled for no longer than one (1) academic semester. These applications shall be submitted for the semester in which the sale shall take place.
   f. Only one (1) group/individual may take orders and/or sell one (1) type of flower or balloon on one (1) date.
   g. The following groups are exempt from these guidelines only when selling tickets to an event:
      ACT V Productions
      Activities Program Board (APB)
      Madrigals

3. **Credit Card Sales**
   a. Any person, corporation, financial institution, or business entity that promotes, offers, or accepts applications for a credit card, hereafter referred to as “credit card marketer” will be required to register with the Shippensburg University Student Senate Student Group & Activities Committee (ECAC) and follow all written rules and regulations.
   b. All on campus credit card marketing will be limited to areas in, or directly adjacent to, the Ceddia Union Building (CUB).
c. Credit card marketers are prohibited from offering gifts or incentives to students in exchange for completing credit card applications at on-campus locations unless credit card debt education literature is simultaneously provided. The Shippensburg University Student Association will prepare and provide the credit card debt education brochure which must be distributed. Credit card marketers will be charged a fee to cover the printing costs for these brochures.

d. Nothing in this policy shall be construed to impose civil or criminal liability on Shippensburg University, Shippensburg University Student Services, Inc. (SUSSI), or the Shippensburg University Student Association for any claim involving student credit card debt.

4. **General Provisions**
   a. Permits must be submitted to the Senate office during regular office hours, (Monday – Friday 9 a.m. – 4 p.m.) where the secretary will stamp the date on the permit.
   b. Each club will be responsible for picking up their permits, either rejected or accepted from the Senate Office by the proposed date of their sale. If this is violated, the club will receive an official warning. After a second violation, a fine of $25.00 will be imposed. Repetitive violations may result in suspension of soliciting rights for at least one month.
   c. Authorized signature for permission to sell at a location and/or for the use of university facilities must be on the permit application. The buildings and authorizations are as follows:
      i. CUB: University Union & Student Activities (CUB) Staff
      ii. Old Main & Dining Halls: VP Student Affairs Administrative Assistant
      iii. Heiges Field House: Director or Assistant Director of Recreation
      iv. Henderson Gymnasium: Director or Assistant Director of Recreation
      v. Residence Halls: Respective Associate Dean or Residence Director
      vi. Classroom Buildings: Respective Academic Dean of College
      vii. Memorial Auditorium: Director of Technical Services for Performing Arts
      viii. H. Ric Luhrs Performing Arts Center: Director of the PAC
      ix. Lehman Library: Library Secretary
      x. **All Campus**: University Union & Student Activities (CUB) Staff
      No sales or solicitations may occur in front of or near campus building or facilities without the above respective authorized signature. The respective name for each facility can be found on the back of the permit application.
   d. All solicitation and/or fundraising will be in accordance with established Student Association and University regulations, i.e., Student Housing Agreement (residence hall rooms may not be used as warehouses or storerooms).
   e. If two-(2) or more groups apply to sell the same item on the same date, where a limit has been placed on the type of sale due to products, dates, times or places being duplicated, approval shall be given to the application submitted first. Alternative dates shall then be given to the other applicant(s) to hold their respective sale(s). An exception to this is when any
individual group exceeds four-(4)sales in one month, priority shall be given to the second applicant.

f. No items may be sold if in conflict with the University Store and with University concession or a contracted vendor with the exception of t-shirts, candy, posters, and Greek merchandise.

g. All solicitation in the residence halls is to be confined to the lobbies between the hours of 12:00 p.m. and 11:00 p.m. These hours include the Seavers Apartment Complex, where door-to-door solicitation is permitted.

h. Vendors must stay to their assigned tables and may not approach students with the purpose of solicitation. If solicitation rights are violated, appropriate action will be taken.

5. **Permit Violations**
   
   Violation of selling regulations may include the following:
   a. Failure to pick up an approved permit.
   b. Selling without a permit.
   c. Selling at a location or time not specified on the permit.
   d. Selling a product other than the product stated on the permit.
   e. Selling door-to-door in residence halls (with the exception of the Seavers Apartment Complex) between the hours of 12:00 p.m. and 11:00 p.m.
   f. Falsifying application information.
   g. Any violation of the general guidelines for profit making permits found on the back of the permit application.

6. **Penalties**
   a. An official warning by the Senate Administrative Assistant may be given on a first offense; however, a more severe penalty may result if the Senate deems it appropriate.
   b. A second violation occurring within the same academic year will result in a monetary fine with the amount to be determined by the SGAC no less than $25.00, and not to exceed $100.00. Any fine that is not paid within a specified time period will result in the third offense penalties to occur.
   c. Third offense action will result in revocation of permit privileges for the remainder of the semester and the freezing of funds. The Student Senate will review the situation for possible charter loss, and may be referred to the appropriate University judicial board.
   d. SGAC has the right to revoke privileges and to take any other action deemed appropriate by the SGAC.

7. **Appeal Procedure**
   a. All groups must submit a written appeal to the Student Senate Vice-President, chair of the Student Group & Activities Committee, within fourteen-(14) days of notification of the fine.
   b. If an Appeal is denied, then payment is due to the Student Senate within seven-(7) days after the decision has been stated in writing.
   c. The decision of SGAC is final.

All funds collected as revenue for fines will be returned to the Student Association Treasury.