

**THIRD PARTY INFORMATION SHEET & REQUEST TO POST FORM**

**Information**

**Definition**

“Solicitation” is defined as the seeking of funds or support by a registered student organization from sources other than its members including the procurement of supplies, and other forms of support, and the selling and distribution of items, materials or products and services. Registered student organizations may be authorized to solicit on campus as long as such solicitation is consistent with the aims of the organization and is not for the personal benefit of members. See RULES OF THE UNIVERSITY OF TENNESSEE 1720-1-7-.03 Solicitation of Funds by Student Organizations available at: <http://tn.gov/sos/rules/1720/1720-01/1720-01.htm>.

**Statement**

Per UTHSC Fiscal Procedure F325, Solicitations on Campus (Policy Item 3): The University and its Health Science Center wish to guard against deceptive promotional incentives and solicitation practices and do not wish for its students and employees to be unfairly lured into buying products or services through on-campus solicitations. Consequently, the University does not allow on-campus solicitation of any kind in non-public areas, and solicitation in public areas is subject to advance approval by the HSC as to time, place and manner.

**Reason for Procedure**

To ensure that any solicitation or distribution of information on University property by an outside group does not interfere with the University’s commitment and mission to provide quality higher education and related services to its students.

**Applicability of the Procedure**

This Procedure applies to any **Third-Party** persons or groups who wish to present or solicit to the UTHSC students; post material; or host an event on University property.

**Contacts**

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**Procedures**

1. Solicitation.
  - a. Any **Third-Party** individual or group wishing to solicit on University property must be sponsored by an officially approved on-campus student organization or campus host.
  - b. The On-Campus host must complete a *Solicitation Request Form* via [Engage](#). All of the following information must be provided on that form:
    - i. Name, address, and phone;

- ii. Individual, group, agency that s/he is representing;
    - iii. Purpose of the requested solicitation (e.g., products, recruiting members, public awareness, etc.); and
    - iv. Date and time, s/he wishes access to College property.
  - c. The **Third-Party** representative must complete the **SOLICITATION BY A THIRD-PARTY** information form. **No outside group(s), or financial institutions, will be allowed permission to market products or services to University of Tennessee Health Science Center personnel or students.** Third parties will be required to adhere to all of the requirements of the University of Tennessee Health Science Center.
  - d. The Assistant Vice-Chancellor (or designee) will review all solicitation requests. Once approved by **Assistant Vice-Chancellor**, it will be forwarded to any other Senior Administrators for final approval. If approved, the individual or group(s) will be given written approval authorizing the specific date, time, and place that the University will permit the requested solicitation to take place.
    - i. No solicitation may take place at any other day, time or place.
    - ii. Because University sponsored events take precedence over solicitation by outside groups, the University reserves the right to reschedule or cancel the authorization at any time.
    - iii. A copy of the authorization will be sent to UTHSC Campus Police.
- 2. Distribution.
  - a. The circulation of any leaflets, flyers or other mass distribution of material by individuals or outside groups on University grounds is prohibited. However, such persons may request that non-marketing related material or event announcements be posted on public bulletin boards by completing a Third-Party Information Sheet and Request to Post Form posted at <https://www.uthsc.edu/sace/student-life/engage.php>. A copy of the material to be posted and all the following information must be provided:
    - i. Name, address, and phone;
    - ii. Individual, group, agency that s/he is representing;
    - iii. Purpose of the requested posting (e.g., event announcement, recruiting members, public awareness, etc.); and
    - iv. Date and time, s/he wishes the material to be posted.
  - b. The Assistant Vice-Chancellor (or designee) will review all posting requests. If approved, the individual or group will have their flyers, posters, etc., stamped with an end date for the flyer/poster to be taken down (no more than 14 days).
  - c. Postings are **not allowed** to be placed on windows, doors, display cases, stair rails, walls, painted surfaces, in public corridors or other surfaces. Postings by Third-Party individuals/groups are only permitted on public bulletin boards.
- 3. Violation of this Procedure.
  - a. When a Third-Party/individual violates the procedures set forth, he/she will be asked to leave the property. If the individual does not agree to leave University property, the Campus Police will escort the individual off University property. If the individual continually refuses to leave College property, the individual will be instructed that failure leave will result in arrest for Trespass in violation of Tennessee Code 39-14-405 Criminal trespass. The University will also consider the individual to be “persona non grata” who is forbidden to return to University of Tennessee Health Science Center property.
    - i. **Harassment of members of the University Community**

The University will not tolerate harassment of members of the University community by those persons or groups soliciting with permission on campus. Individuals who engage in harassing behavior will have their permission to be on campus immediately revoked.

ii. **Individuals who are granted permission who perform solicitation outside of the permissible time and places.**

Additionally, individuals who are granted permission by the University but choose to perform their solicitation outside of the hours or locations granted by the University will have their permission immediately revoked, and they will be asked to leave University property. If they refuse to leave University property, they will be deemed in violation of campus policy.