



Policy: Sa

Issued: April, 2011

I. Purpose

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2. Decisions regarding approval/disapproval of a proposed event may take into consideration existing University Advancement solicitation priorities, other scheduled university activities and the burden the proposed event may place on university resources.
3. If sales and solicitation activities involve establishing, waiving or modifying a university fee, the Vice President for Finance and Administration must approve the fee structure **prior** to the event.

B.) Sales and Solicitations to Benefit Non-Affiliated Organizations:

1. Sales and solicitation activities must be for the benefit of the non-affiliated organization as a whole. No individual officer or member of the non-affiliated organization can personally benefit from the event.
2. Decisions regarding approval/disapproval of a proposed event may take into consideration existing University Advancement solicitation priorities, other scheduled university activities and the burden the proposed event may place on university resources.
3. No university funds may be used to purchase goods or support sales and solicitation activities for non-affiliated organizations.
4. If sales and solicitation activities for non-affiliated organizations involve establishing, waiving or modifying a university fee, the Vice President for Finance and Administration must approve the fee structure **prior** to the event.
5. Deposits from sales and solicitation activities for non-affiliated organizations cannot run through university accounts. Deposits must be made directly to the organization benefiting from the activity.

APPROVALS

Event Type: Monetary and/or Sponsorship