



BOISE STATE UNIVERSITY

University Policy 1160

Solicitation

Effective Date

August 02, 2022

Responsible Party

Human Resources, (208) 426-1616

Office of Information Technology, (208) 426-4357

Director of Student Involvement and Leadership Center, (208) 426-1233

Scope and Audience

This policy applies to all visitors, non-University organizations, and to members of the University community including students, faculty, and other employees. This policy applies to Solicitation via University mail, e-mail, social media, and telecommunications systems, and inside University Structures.

For soliciting in outdoor areas of campus, see University Policy 1100 (Use of University Space). University Policy 1100 also addresses posting on vehicle windshields or trees or affixing materials to light posts or to the exterior of any other University Structure.

This policy does not apply to the Division of University Advancement (see University Policy 11010 - Gift Solicitation and Management) or to units of the university regularly engaged in the Sale of goods and/or services. This policy does not apply to in-person soliciting in areas not owned or controlled by the University (e.g., off campus).

This policy does not apply to personal mail, e-mail, social media, and telecommunications systems; however, employees should be careful to avoid conflicts of interest and/or commitment, see University Policy 1110 (Conflict of Interest and Commitment).

Additional Authority

- University Policy 1100 (Use of University Space)
 - University Policy 1110 (Conflict of Interest and Commitment)
 - University Policy 8000 (Information Technology Resource Use)
 - University Policy 8100 (Institutional Messaging)
 - University Policy 11010 (Gift Solicitation and Management)
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1. Policy Purpose

To outline the general restrictions on Solicitation and Sales via University mail, e-mail, social media, telecommunications systems, and inside University Structures and to outline exceptions allowing such Solicitation and Sales.

2. Policy Statement

Boise State University generally prohibits Solicitation and Sales via University mail, e-mail, social media, telecommunications systems, and inside University Structures to avoid disruption of University operations and for the safety and privacy of students, faculty, staff, and visitors on campus.

3. Definitions

3.1 Solicitation

To advertise, market, or attempt to sell goods or services; to promote, attempt to obtain membership in, or seek support, including donations, for any organization; or to seek donations for an individual. This includes the direct distribution of advertising materials, circulars, or product samples. This also includes writing, sharing, or re-sharing crowdfunding requests.

Free speech and free expression-related activities such as petition circulation or seeking votes or support for an election or political cause are not considered Solicitation and are addressed under University Policy 1100 (Use of University Space) and/or University Policy 7070 (Employee Political Activities).

3.2 Sale

The exchange of a product or service in return for money, goods, or other services.

3.3 Structure

Includes the framework of and the space enclosed by any building, booth, tent, canopy, vehicle, trailer, fence, wall, or similar object or enclosure including but not limited to an office, classroom, laboratory, residence, or dining area. Soliciting and Sales are generally not permissible in University Structures as described below; however, many rooms and spaces within Structures may be reserved for such purposes.

4. Prohibition

The University generally prohibits Solicitation and Sales via University mail, e-mail, social media, and telecommunications systems, and inside University Structures.

5. Exceptions to the Prohibition

The following are exceptions to the prohibition on solicitation and sales as described under Section 4. Any solicitation conducted via mass communication must be approved in advance following the guidelines under University Policy 8100 (Institutional Messaging).

5.1 University-recognized Student Organizations

University-recognized student organizations may conduct Solicitation as permitted by the Student Involvement and Leadership Center and the Division of University Advancement. See the [Student Organizations Handbook](#) for more details.

5.2 De Minimis Sale

- a. The limited Sale or promotion of goods or services for charitable or youth-related causes or events by employees to colleagues within their work group only (e.g., the Sale of packaged cookies or snacks or a car wash supporting youth events or travel).
- b. Permission for such activity must be granted by a supervisor and should not be unreasonably denied. A supervisor may withdraw permission if the supervisor determines there is a disruption of the workplace.
- c. Such activities shall be limited in time and duration as determined by the supervisor.

- d. Communication regarding a de minimis Sale must be infrequent, and it must be clear that participation is not required and employees are under no obligation to participate or support such a sale.

5.3 Promotion of State-endorsed Optional Fringe Benefit Programs

Promotion of state-endorsed optional fringe benefit programs such as supplemental health, life, and disability insurance, and the Idaho College Savings Program is permitted if coordinated through Human Resources.

5.4 Support or Donations for State-endorsed Charitable Fund Drives

Seeking support or donations for state-endorsed charitable fund drives such as United Way, Savings Bond Campaign, and Red Cross drives is permitted if coordinated and verified as a state-endorsed charitable fund drive through Human Resources.

5.5 Other Groups and Individuals

Other groups and individuals affiliated with the university may conduct Solicitation as permitted by the Division of University Advancement. See University Policy 11010 (Gift Solicitation and Management).

5.6 Bulletin Boards

Solicitation materials may be posted via bulletin boards provided for University-recognized student organizations, University departments, or the public to post Solicitation materials. Bulletin boards must be labeled as to whether posting by groups or individuals not affiliated with the University is permissible.

5.7 Groups or Individuals not affiliated with the University

- a. Groups or individuals not affiliated with the university may conduct Solicitation if sponsored by a University unit or University-recognized student organization. The Executive Director of Corporate and Foundation Partnerships should be contacted to discuss options.
- b. University-recognized student organizations must have pre-approval to sponsor a group or individual not affiliated with the university to conduct Solicitation. The Student Involvement and Leadership Center should be contacted for more information.

5.8 Solicitation for Volunteers

- a. Employees may solicit colleagues within their work group to serve as volunteers for community or campus service.
- b. Permission for such activity must be granted by a supervisor and should not be unreasonably denied. A supervisor may withdraw permission if the supervisor determines there is a disruption of the workplace.
- c. Communication for soliciting volunteers must be infrequent, and it must be clear that participation is not required and employees are under no obligation to participate.

6. Related Information

Student Organizations Handbook

<https://www.boisestate.edu/getinvolved/student-clubs-and-organizations/handbook/section-4-fundraising/>

Revision History