

Private Business, Sales and Soliciting

No form of selling, soliciting or private business is permitted on campus without specific prior written authorization by a Student Life Office professional staff member. Submit requests to the Student Life Office.

Student organizations or outside groups must obtain an “authorization pass” that must be clearly displayed on their tables and/or carried with them when not at a specific location. Failure to do so will result in the group being asked to vacate the area or cease their actions.

Concerns for the property of students, general building security, the protection of property and safety of residents have led to the development of stringent regulations about selling and soliciting on campus and in the residence halls. Solicitation, even if approved by the Student Life Office, may not take place in campus offices as this interferes with day to day operations. Solicitors are not allowed under any circumstances to canvass in residence halls, and never from room to room. Anyone suspicious of solicitors in the halls should notify a resident assistant or the main desk immediately. Solicitors operating in the halls are considered trespassers and are subject to arrest and prosecution.

Residents of the halls and responsible student organizations may obtain permission from the Housing Office to sell merchandise or services in the residence halls. In general, such activities must conform to residence hall policies.

Solicitation for individual, business or corporate sponsorship or donation for any university sanctioned event or activity by any student organization or project group must be reviewed and approved by the vice president of development prior to contact with a potential donor, underwriter or sponsor. Sponsorships/donations include, but are not limited to: requests for money, building materials, hardware or software, gift certificates, food donations and raffle prizes, etc.

All requests must be approved by the organization's advisor and submitted in writing to the vice president of development in a timely fashion to ensure appropriate review.

Written requests should include:

- Student name(s) and contact information.
- Advisor name(s) and contact information.
- Organization/class for which solicitation is being conducted.
- Organization(s) to which the proceeds will benefit.
- Businesses/company names who will be solicited and explanation of what will be requested of them.
- Timeline of project/solicitation.

Please deliver to:

Mr. Jonathan Kowalski

Sr. Director of Development
MSOE Alumni Partnership Center (APC)
1120 N. Broadway
(414) 277-4510

Kowalski@msoe.edu