

**APPLICATION AND PERMIT FOR SALES SOLICITATIONS,
AND FUND-RAISING EVENTS ON CAMPUS**

GUIDELINES:

1. Permits are issued to University – recognized organizations only, not to individuals.
2. Approval to solicit must be granted by the appropriate building/area coordinator and the University Center or Auxiliary Services.
3. Door-to-door solicitation is not allowed in any University buildings nor may rooms, classrooms, or offices be used as places of business.
4. Any fund-raising group selling or soliciting merchandise or services on campus must prominently display a valid permit, issued by the appropriate authorizing agency.
5. Only members of the fund-raising group shall conduct all sales and promotional activity.
6. Official campus organizations soliciting for credit card applications must provide applicants with Better Business Bureau “Obtaining and Using Credit Cards” handout (available when permit is approved). Only official campus organizations may solicit credit card applications.
7. Harassing solicitation is not permitted.
8. Sales may not be conducted within twenty feet of streets and roads.
9. All sales and solicitation activities must also adhere to the University’s Facility Use Policy.
10. This form must be submitted to the University Center a minimum of 5 business days before the event.

Organization Name: _____

Sponsoring Organization (if required): _____

Applicant’s Name: _____ **Phone:** _____ **Email Address:** _____

Items for Sale: _____

Purpose of Sale: _____

Refund/Exchange Policy: _____

I, on behalf of the organization/agency I represent, have read, understand and agree to follow the guidelines as stated above concerning solicitation. Failure to follow the guidelines may result in the immediate cancellation of the Solicitation Permit and the denial of a request to sell for a period of not less than one regular academic semester (15 weeks).

Signature of Applicant _____
Date

* *Required signatures for WCU Recognized Student Organizations are: 1.) Building Coordinator for sales and solicitation location; 2.) Director of University Center (University Center Admin. Offices)*

** *Required signatures for official WCU departments are: 1.) Building Coordinator for sales and solicitation location; 2.) Director of Auxiliary Services (135 Killian Annex)*

Building(s)/Locations (s)	Building Coordinator Permission Coordinator Signature	Time/Date(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Organization is recognized by the University? _____ Yes (If not officially recognized, no permit shall be issued.)

***Director of University Center (if required)** _____
Date

****Director of Auxiliary Services (if required)** _____
Date