

SUBJECT: CHARITABLE APPEALS ON CAMPUS**1. Purpose**

The purpose of this policy is to ensure that the Vice-President (Administration & Finance) is aware of all solicitations to collect funds on a University-wide basis on the UNBC campus.

2. Scope

This policy and the following procedures apply to all University programs and departments as well as any external organization, with the exception of the United Way.

3. Authority

The Vice-President (Administration & Finance), [in consultation with the Director of Development to ensure there is no disruption or other negative impact on the University's own fund-raising initiatives], is responsible for the implementation of this policy.

4. Procedure

Any charitable organization, either formal or informal, or individual seeking to solicit and collect funds on a University-wide basis either at UNBC's main campus or at any of its regional campuses is required to obtain permission to do so by the Vice-President (Administration & Finance). In determining whether permission will be granted for individuals or groups to solicit and collect funds, the Vice-President (Administration & Finance) will consider several criteria. [These criteria will be agreed upon by the Vice-President (Administration & Finance), the Director of Media & Public Relations, and the Director of Development].

Applicants will be required to provide details on the methods used to solicit and collect funds which must be approved by the Vice-President (Administration & Finance).

Where the form of solicitation involves canvassing, the canvassers must limit their activities to the public areas of the campus, excluding classrooms, the library and University offices.

The Vice-President (Administration & Finance) must be assured of the applicant's authority to act and there must be a satisfactory method of accounting for the funds collected. In certain circumstances, the Vice-President (Administration & Finance) may direct the request to President's Executive Council for approval.

Permission to solicit funds does not constitute endorsement of the cause by the University. In addition, any external agencies, organizations or individuals seeking to solicit funds associated with on campus activity should also consult the policy, "Use of the UNBC Name and Symbols".