

Solicitation Guidelines for Programming

1. If your programs include raising money for a charity, you must write a detailed proposal to the Office of Residence Life - Programs outlining the specifics of the fundraising before you meet. Meet with the Residence Life Education Programmers at least two weeks before the event and prior to any planning. Also, send a copy of your proposal to your Area Coordinator and Hall Coordinator. You may **never** collect money door to door.
2. Programs involving outside vendors where items are being sold (i.e. body piercing services, Mary Kay cosmetic party, lingerie party, basket party, non-Coke beverage company, etc.) must be held outside of the residence halls at the actual business, in the salesperson's home, or in a meeting room outside of the residence halls. These programs are not allowed in the residence halls, are not sanctioned by the Department of Residence Services, and **will not** count as official programs for meeting your staff programming requirements. Consult with the Office of Residence Life if you have questions.
3. Programs which are educational in nature may involve an expert from a local business if the outside business is not advertising or selling products in the residence halls. **Approval must be given by the Office of Residence Life and the Hall Coordinator two weeks before the event and prior to any planning.** Outside vendors may be a co-sponsor of the program, but the nature of the program must be educational and must not focus on the business. For example, if you are hosting a "dress for success" program, an individual from a local business can be your expert for the program. However, the store for which the expert works cannot be featured. The program must focus on dressing for careers, appropriate dress for people with different majors, etc.
4. Animals may be included in residence hall programs if the program is educational and an animal expert is available to present the workshop. An animal expert is someone who has specialized training working with animals (i.e. a department of natural resources expert, a veterinarian, an expert from the Lake McBride resource center or Johnson County extension office, etc.). **Approval must be given by the Office of Residence Life two weeks before the event and prior to any planning.** The focal point of the program must be educational in nature.
5. Programming Red Flags:
Consult with the Office of Residence Life if ...
 - ...an animal is involved in the program.
 - ...a focus of the program is raising money for charity.
 - ...someone from a local business is involved with the program.
 - ...activities that could potentially be physically dangerous (i.e. bridge jumping, sumo wrestling, etc.) are a part of the program. Sledding with Food Service trays is not allowed.
 - ...a local business would like to present a program in the halls about their business (i.e. body piercing, Mary Kay, Seiferts Fashion Show, etc. See #2).
 - ...if an aerobics program is being planned.
 - ...hot beverages are involved in an off-campus program.
 - ...there is a vehicle involved.
 - ...non-Coke Beverage company

Important Publicity Information

Mailboxes Flyers announcing educational and social programs should not be advertised using residence hall mailboxes. Under extreme cases, hall coordinators may permit the use of mailboxes to advertise and/or announce important residence hall events. When using mailboxes, every attempt must be made to properly address the announcement (e.g. at minimum, "Dear residents of the N300 Currier").

Door-to-Door On special occasions, flyers announcing educational and social programs are permitted to be placed under residents' doors as official University Housing business. A request must be given to the hall coordinator who will approve flyers and announcements at his/her discretion.