



9.1.7 Solicitation

Chapter 9 - Facilities	Original Effective Date: June 2000
Section: 9.1 University Facilities	Date Last Reviewed: July 2022
Responsible Entity: Vice President and Chief Development Officer	Date Last Revised: July 2022

I. Purpose

This policy outlines prohibition of solicitation on any UT Health San Antonio campus in accordance with *Regents' Rules and Regulations*, [Rule 80103](#): *Solicitation*.

II. Scope

This policy applies to all UT Health San Antonio administrators, faculty, staff, students, residents, fellows, post-doctoral research fellows, other trainees, visiting scholars, student organizations and UT Health San Antonio organizations, and invited guests and members of the public on all UT Health San Antonio controlled properties and campuses.

III. Policy

- A. No solicitation as defined by the *Regents' Rules and Regulations*, [Rule 80103](#): *Solicitation* is to be conducted on any property, street, or sidewalk, or in any building, structure or facility owned or controlled by UT Health San Antonio without permission from the vice president and chief development officer and approval by the Executive Committee.
- B. Exceptions
 - 1. Fund-raising activities conducted under the Office of Institutional Advancement to generate funds for UT Health San Antonio programs.
 - 2. Authorized fund-raising activities to benefit the State Employee Charitable Campaign (SECC).
 - 3. Requests for other off-campus, non-profit 501(c)(3) organizations to conduct fund-raising activities must be forwarded to the vice president and chief development officer for review.

IV. Definitions

When used in this document, the following words have the meaning set forth below unless a different meaning is required by context.

Solicitation (as defined by BOR Rule 80103) – the sale, lease, rental or offer for sale, lease, rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; an oral statement or the distribution or display of printed material, merchandise, or products that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; the receipt of or request for any gift or contribution; or the request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to State or federal law or local ordinances

V. Related References

For questions regarding this policy, contact the Office of Institutional Advancement at 210-567-9219 or makeslivesbetter@uthscsa.edu.

Institutional Handbook of Operating Policies (IHOP)

IHOP [6.10.4](#) *Procedures Governing Current Use Gifts, Acceptance and Management*

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
06/2000	Policy Origination		
02/2020	Policy Revision		
06/2021	Policy Revision/new policy template		
07/2022	Policy Revision, discretionary edits	VP/Chief Development Officer	07/21/22