

**UWG POLICY NUMBER: 5.5**

**UWG POLICY NAME: Sales, Advertising, & Solicitation on Campus**

**POLICY:**

The advertising, sales, or solicitation for cash donations, goods, and services that comprise Auxiliary Services as defined by the Board of Regents and that involve transactions on UWG's Campus (as defined by procedures) or during any UWG sponsored event is prohibited except as provided for by approved contract, applicable law, Board of Regents Policy, or procedures implemented pursuant to this policy.

**CONTEXT:**


This policy applies to:

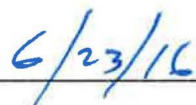
- All University of West Georgia employees (faculty or staff), students (including student organizations), and academic units.
- Persons (guests, vendors, invitees, etc.) while on any UWG Campus, or during any University sponsored event.
- Any person, organization, or business that desires to use campus facilities.

Sales, Advertising, and Solicitation on any UWG Campus operated as Auxiliary Services shall be under the direct management, control and supervision of the Chief Business Officer of the institution or his/her designee.

*The Senior Vice President of Business & Finance is authorized to establish procedures for compliance with this policy.*

**SIGNATURE OF THE PRESIDENT**

  
\_\_\_\_\_  
University President

  
\_\_\_\_\_  
Date

Reviewed by University General Counsel:   
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#### **ADMINISTRATION & ADDITIONAL RESOURCES**

**Short Title:** "Sales and Solicitation"

**Previous Versions:** "Campus Advertising Sales & Solicitation Policy"

**Oversight:** [Assistant Vice President of Auxiliary Services](#) and [Chief Business Officer](#)

#### **Additional Resources:**

- Board of Regents Policies, generally - <http://www.usg.edu/policies/>
- [Board of Regents Business Procedures Manual](#), generally
- Board of Regents Business Procedures, [Section 23](#), Unrelated Business Income
- Board of Regents Ethics Policy, [Section 8.2.20](#), USG Ethics Policy
- O.C.G.A. § 16-7-58 ("Prohibited placements of poster, signs, and advertisements")
- UWG Policy 5.2.7, "Collection of Participation Fees"
- UWG Policy 5.2.4, "Cash Handling"
- [UWG Student Handbook](#), p. 47 (online version) – "Speeches, Demonstrations, Distribution of Written Material Policy Governing Outdoor Speeches, Demonstrations, Distribution of Written Material and Marches"
- University of West Georgia Cooperative Organizations' Fundraising Guidelines
- [UWG's Visual Identity and Licensing Guidelines](#)

#### **Associated Procedures:**

- Procedures for UWG Affiliated Organizations
- Procedures for Non-UWG Affiliated Organizations
- Procedures for UWG Students