

## CHAPTER 9: FUND SOLICITATION

(Regents 9/11-12/69; amended 1/97; 10/05; 7/06)

Note: Effective July 2006, this policy has been revised. For individual changes, see the [redlined version](#).

### [9.1 General](#)

### [9.2 Mass E-mail Solicitation](#)

#### **9.1 GENERAL.**

This policy shall apply only to on-campus solicitations of money or goods by organizations that are neither officially recognized by nor affiliated with this University. Within the meaning of this policy, officially recognized organizations are organizations registered according to the provisions of the [Policies and Regulations Affecting Students](#) dealing with "Recognition of Student Organizations." Provisions for solicitation by student organizations are found in [IV-4.3](#). Organizations affiliated with this University are organizations like, for example, The University of Iowa Alumni Association or Foundation. This policy does not apply to off-campus solicitations of University staff, to solicitations on campus by United States mail, or to on-campus solicitations by organizations recognized by or affiliated with the University when they are acting within the scope of their organizational purposes.

As used hereafter the term "organization" shall refer only to such non-recognized and non-affiliated organizations.

a. ~~No organization~~ Organizations may solicit money or goods on campus ~~without prior only with prior~~ permission from the Senior Vice President for Finance and Operations.

b. Such permission shall be granted an organization by the Senior Vice President for Finance and Operations provided: 1) the organization is a bona fide charitable organization under 501(c)(3) of the Internal Revenue Code, and 2) the solicitation is sponsored by a University department, college/division, or other major administrative unit. (See [VI-5 Central Mail Services](#).)

c. Organizational solicitations approved pursuant to paragraph b may be conducted only in the following manner:

(1) The organization will deliver, to the appropriate University official, written copy for the paragraph that will describe the organization on the Annual Enrollment page of the University Human Resources Employee Self-Service web site and on the reminder postcard to be delivered by Campus Mail to all employees working 50 percent time or more. ~~50 percent time or greater employees.~~

(2) Solicitations may be conducted only once a year at a time designated by the University. ~~One period during the year shall be designated as the exclusive time during which such solicitations may be conducted.~~

(3) At the beginning of the solicitation period, the University will post the current year's enrollment information on the University Human Resources Employee Self-Service web site and will distribute by Campus Mail, at University expense, one reminder postcard to all employees working 50 percent time or more. ~~50 percent time or greater employees.~~ Individual organizations

granted permission to solicit pursuant to paragraphs a and b above may, during the specified period and at their own expense, deliver a second reminder postcard to Campus Mail for distribution to that same group of employees. ~~at 50 percent time or greater employees.~~ The information regarding enrollment will remain on the Annual Enrollment page until the next solicitation, subject to change at the University's discretion.

(4) At the written request of any University staff member, the University shall deduct from his or her salary, as permitted by sections 79.14 and 79.15 of the *Iowa Code*, and according to rules and limitations specified by Payroll, particular amounts to be paid over to the local United Fund and/or other qualifying charitable organizations (see [III-17.18g](#)) ~~that which shall~~ have made such a solicitation pursuant to the above procedure. Otherwise, staff may send ~~respond to any on-campus solicitation which shall have followed the above procedure by sending~~ their contributions or pledges directly to the soliciting organization.

(5) In addition to the means of solicitation specified in paragraphs (1)-(4) above, the Central Mail Services (see [VI-5](#)) may be made available on a cost basis, and not more often than once per annum, to any organization whose application is approved by the Senior Vice President for Finance and Operations according to the procedures specified in section b. In such cases University staff may respond to such an on-campus solicitation only by sending their contributions or pledges directly to the soliciting organizations.

All other modes of on-campus solicitation by organizations covered by this policy, including personal solicitations, are prohibited except as provided in paragraph d below.

d. Notwithstanding paragraph c above, on-campus solicitations of University employees in the workplace are permitted to benefit a federation of local (community- or county-based) health, education, and human services agencies with whom the University has affiliation by virtue of all of the following:

- (1) agencies are used as sites for placement of students for clinical experiences; and
- (2) University students, faculty, or staff are significant recipients of the agencies' services; and
- (3) University students, faculty, or staff serve in leadership roles for the agencies as board members.

To be eligible to solicit University employees under this policy, the federation must spend a minimum of 80 percent of collected funds in Johnson and surrounding counties. The provisions of c(2) and c(4) will apply to any solicitation conducted pursuant to this section. On-campus personal solicitations by charitable organizations sanctioned under this paragraph will occur under the following protocol:

(a) Timing. The University will designate a two-month period in the fall semester of each year during which solicitation of employees by approved charitable organizations may take place in the form of informational meetings and the distribution of informational literature. No collections of charitable contributions may occur at these informational meetings. In addition, informational one on one contacts may occur between employees during the designated two-month period.

(b) Format. Approved organizations may hold informational meetings to inform faculty and staff members of the charitable purposes of the organizations. Such meetings shall not be held as part of any other organized University activity such as a staff meeting but may precede or follow such meetings. Attendance may not be required at informational meetings. Informational one on one contacts may occur between employees provided the contact does not interfere with workplace productivity, no funds, pledges, or other commitments to contribute are transferred at that time, and the contact is between peers based on a similar rank or pay grade and a non-supervisory relationship.

(c) Location. The information meetings may be scheduled in conference, seminar, or faculty/staff lounges if available. Informational one on one contacts may occur between employees in work areas but not in public areas where students, patients, visitors, or other non-employees would typically have access, such as parking lots, classrooms, lobbies, dining areas. At no time may employees provide fund solicitation information, in a one to one context, to students, patients, visitors, or other non-employees

(d) Scheduling. ~~Permission to schedule an informational meeting for an organization in a department, college/division, or other major administrative unit may be requested by any faculty or staff member in the unit.~~ Any faculty or staff member may request permission to schedule an informational meeting for an organization in that person's department, college/division, or other major administrative unit. Only one such meeting per organization should be held in an individual department during the annual solicitation period. The request should be made to the departmental executive officer, dean/vice president, or administrator of the affected unit. In addition, the charitable organization shall submit a schedule of planned informational meetings to the Associate Vice President/Director of Human Resources. Major administrative units may implement a more restrictive policy regarding informational one on one contacts than described above in (a) (b), and (c) for their respective employees and/or work areas.