



University Policy

Charitable solicitation conducted by the University and directed at its employees, alumni, or other external audiences shall be conducted primarily by the Northeastern Illinois University (NEIU) Foundation.

Recognized internal organizations composed of employees of the University shall request permission to solicit contributions on behalf of the internal organizations such as: academic programs and departments, student programs and departments, or administrative offices.

This policy does not apply to the solicitation by students for student-led initiatives or by student clubs or student organizations.

The purpose of this policy is to provide direction regarding the solicitation of or request for charitable



- B. Admission fees for special events and activities sponsored by University offices or organizations (for example, guest lectures, conferences, workshops, and dances), as approved by:
1. Deans of the Colleges for academic programs and departments within the colleges;
 2. Provost and Vice President for Academic Affairs for the Faculty Senate and for those academic affairs-related offices and academic programs not under the leadership of a Dean of a College;
 3. Vice President for Student Affairs for Student Affairs offices, student support programs and centers, and the Student Union;
 4. Vice President for Finance and Administration for child care facilities, and other Finance and Administration offices;



- B. Place: On-campus sales and solicitation may be conducted in the following locations (including but not limited to):
1. In the general vicinity of an approved event or activity when the sales and solicitation is conducted in conjunction with that event or activity.
 2. In certain buildings and outside areas that are under the jurisdiction of the University and as governed by University policy provided that the use of the space and location has been approved by the Office of University Events.
- C. Manner:
1. All state and federal laws must be observed, as well as policies, rules and regulations of NEIU.
 2. Such activity must not interfere with classes in session or obstruct the free flow of traffic, and must be carried out without shouting, electric voice amplification, harassment or disturbance of persons in the area, or any breach of peace.
 3. The premises must be left in the same condition in which they are found.
 4. Soliciting for the purpose of charitable contributions by one employee of another employee is prohibited during either employee's work time.
 5. The use of the University's internal mail system or its electronic mail system by employees for the solicitation of charitable contributions is prohibited.
 6. Any person who conducts sales or solicitation in the name of a University office or organization must be a University employee.

PROCEDURES

Internal organizations or employees seeking to solicit and/or request funds for charitable purposes must do the following:

1. Inform the Vice President for Institutional Advancement of plans to solicit for charitable purposes a minimum of 15 working days prior to the actual solicitation.
2. Complete the Charitable Solicitations Form and secure approval from the appropriate Dean and/or Vice President a minimum of 10 working days prior to the actual solicitation.
3. Submit the completed and approved Charitable Solicitations Form to the Vice President for Institutional Advancement within a minimum of 7 working days prior to the date of solicitation.
4. Deposit all funds within the NEIU Foundation or other designated fund as approved by the respective Dean and/or Vice President and within two working days of their receipt.

HISTORY

06/12/2017 – Updated contact information
08/26/2013 – Revised; revised policy code number
Formerly Administrative Memorandum No. 43 – Charitable Solicitation on Campus, effective 03/01/1995

APPENDIX

Appendix A – Charitable Solicitations Form



CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	Email
VP for Institutional Advancement	773-442-4248	l-downey@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.



Charitable Solicitations by Internal Organizations and Employees
Policy A1.2
Effective Date:

Responsible Officer: Vice President for
Institutional Advancement