

**Approval Date: March 10, 2004**

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Parent Policy: [Canvassing and Solicitation Policy](#)

## Canvassing and Solicitation Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Vice-President (Finance and Administration)
<b>Approver:</b>	Office of the Vice-President (Finance and Administration)
<b>Scope:</b>	Compliance with University policy extends to all members of the University community.

### Purpose

To outline the procedure for:

- a non-student, non-university affiliated person or group wanting to gain permission to canvass or solicit on University owned, leased or controlled properties;
- withdrawing permission to canvass or solicit; and
- dealing with those engaged in canvassing and solicitation without permission.

### PROCEDURE

#### 1. OBTAINING PERMISSION TO CANVASS OR SOLICIT

- a. A written application must be made to the Office of the Vice-President (Finance and Administration).
- b. Applications must indicate the purpose for which permission is sought, when and where the person/group wishes to canvass or solicit, number of persons to be engaged in the activity and full details pertaining to any desired equipment and/or displays (i.e. booths, products). A copy of any literature or other information which will be distributed by the applicant(s) must also be included with the application.
- c. Provided that the literature or other information referred to in sub-section 1(b) is lawful and complies with university policies and procedures, then the content will not be a factor in determining whether or not to approve the application.
- d. Permission will take the form of a letter/memorandum from the Office of the Vice-President (Finance and Administration). Permission will specify the person/group, number of allowed canvassers, allowed times and locations, and any other terms and conditions related to the activity. Should a performance bond be applicable, payment to the University of Alberta need be made by certified draft or money order. Acting on a granted permission is an acknowledgement and acceptance of the specified terms and conditions.
- e. Those engaged in canvassing and solicitation must be able to produce their permission document upon request.
- f. The Office of the Vice-President (Finance and Administration) will provide a copy of the permission document, along with a copy of any literature or other information that is to be distributed by the applicant(s) to University of Alberta Protective Services (UAPS) to ensure that UAPS is aware of permissions granted to canvas and solicit. g. Permission will not be granted to any person or group more than twice in any term (Fall: September to December, Winter: January to April, Spring/Summer: May to August).

## 2. WITHDRAWING PERMISSION AND/OR DEALING WITH NON-PERMITTED CANVASSING AND SOLICITATION

- a. Through an **appropriate authority**, permission may be withdrawn effective immediately and without written notice at the discretion of the Office of the Vice-President (Finance and Administration). Permission could be withdrawn for reasons including but not limited to non-compliance with the terms and conditions of the permission, or unanticipated noise or other interference or disruption of the normal pursuits of the University, its staff and students, impeding vehicular or pedestrian traffic, or actual or perceived to be inappropriate behaviours or conduct.
- b. The University, through an appropriate authority, can instruct a person or group not having received permission or being unable to produce proof of permission to canvass or solicit, to immediately cease the activity and, if deemed necessary, leave University owned, leased or controlled properties.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

<b>Appropriate Authority</b>	A person whose position and/or responsibilities in a given situation gives them the appropriate authority to instruct a person or group canvassing and soliciting with or without the appropriate permission, to cease the activity and, if appropriate, also leave University owned, leased or controlled property. Such appropriate authorities could include but may not be limited to members of Campus Security, Housing and Residence Life, and management or supervisory administrative or academic staff.
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### **FORMS**

There are no forms for this Procedure. [[▲Top](#)]

### **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]