

# Pacific Lutheran University

## Department of Residential Life

### Publicity and Solicitation Protocol for Residence Halls

All publicity and solicitation in the residence halls must comply with the Student Code of Conduct policy on this matter.

#### **Publicity**

Publicity within the residence halls will occur in the following approved manners:

- (a) Residence Hall Staff and Residence Hall Council may advertise events within the residence halls provided the publicity indicates it is staff and/or RHC sponsored.
- (b) University advertisements, approved in Student Involvement & Leadership and distributed through Impact may be posted on the designated "Impact Bulletin Boards." Such publicity will carry the Impact logo and/or the SIL approved stamp.
- (c) Organizations and departments wishing to advertise to residents via a mass mailing can do so through Campus Mail Services and must conform to their guidelines and procedures.
- (d) Individual residents are free to post material on the exterior of their specific residence room doors provided it complies with all other PLU policies.

The following methods of publicity will not be approved:

- (a) Residential Life **will not** facilitate **group voicemail** as a form of publicity.
- (b) Residential Life **will not** facilitate **group email** as a form of publicity.
- (c) Publicity that does not originate with or is not sponsored by a University organization will not be permitted in any manner with the exception of item (d) above. This includes, but is not limited to the posting of housing opportunities, furniture for sale, and discounts for local food merchants.

#### **Solicitation**

Solicitation within the residence halls is limited to officially recognized student organizations. The following information is required in a formal, printed request (hard copy or email) if such a request is to be considered:

- (a) Nature of request
- (b) Name of PLU organization
- (c) Name(s) of student representative(s) who will be responsible for action
- (d) Preferred times, dates, locations and methods of solicitation
- (e) Examples of promotional material, scripts, etc. that will be used

Requests should be addressed to the Senior Administrative Assistant. Allow at least two weeks for consideration. Complete requests will be brought to a full Central Staff Meeting for discussion and then forwarded to RHA for review. A decision with any additional guidelines and expectations will be communicated in writing.

Approved: March 2008