



Health Sciences Center
University of Oklahoma
Student Affairs
HSC Student Union
Student Solicitation Permit

A solicitation permit is required when organizations are collecting money for the selling of a product, ticket or subscription sales. HSC Student Affairs must approve samples of all products. For the selling of t-shirts, designs must be attached to the permit. If the product contains registered trademarks please contact Rhonda Baldwin, O-Club Coordinator, for approval. Please email your design to rbaldwin@ou.edu and attach her approval e-notification to this permit. Return this completed form to the Union Info-Desk, Student Union 102, at least five (5) working days prior to the solicitation date. The HSC Student Union first floor corridor is the only approved location for solicitation and Union staff will decide the booth location daily to best fit the needs of the Union's activity.

Organization \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Time(s) of Solicitation \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Selling \_\_\_\_\_ Please describe item(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the above guidelines regarding solicitation in the Union and agree to follow these rules and procedures.

Signature of person responsible for solicitation Daytime Phone Number

E-mail Address Date

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Approved by Date