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Canvassing and Solicitation Policy

Office of Administrative Responsibility:	Office of the Vice-President (University Services, Operations and Finance)
Office of Accountability:	Office of the Vice-President (University Services, Operations and Finance)
Approving Authority:	Vice-President (University Services, Operations and Finance)

Purpose

The purpose of this policy is to set out the position of the university on Canvassing and Solicitation by non-student and non-university affiliated persons or groups.

Canvassing and Solicitation by students and student groups is addressed in the *Student Conduct Policy*.

Definitions

The attached definitions table outlines the terms used in this policy that are not otherwise defined herein and any specific rules of interpretation that apply.

Scope

This policy applies to all members of the University Community participating in activities or functions governed by this policy and its associated procedures.

Policy Statement

1. The University of Alberta acknowledges that members of the University Community benefit by being exposed to products, information and opportunities provided by non-university affiliated members. At the same time, the university is responsible for taking reasonable steps to ensure the safety of all members of the university community and its visitors, ensuring the proper functioning of the university, protecting and managing its property, and exercising good stewardship of public resources.

2. In the context of these responsibilities, the university may permit Canvassing and Solicitation by non-university affiliates. The university reserves the right to approve or deny Canvassing and Solicitation activities by non-university affiliates or to make its approval subject to conditions.

3. Any activity taking place on University Property must comply with applicable laws and university policies.

4. Persons or groups engaging in Canvassing and Solicitation are responsible for all costs occasioned by these activities, including any costs that may be required to mitigate anticipated or unanticipated risks. Where the university incurs costs as a result of these activities, the person or group will be required to pay/reimburse the university for those actual costs. For example, persons and groups may be required to obtain insurance, the presence of security or other measures as a condition of approval. The costs associated with these items will be the responsibility of the person or group.

5. The university values the expression of diverse points of view. Where the canvassing or solicitation activity complies with applicable laws and university policies and procedures, the content or subject-matter of the activity will not be a factor in approving or denying requests to engage in canvassing or solicitation activities.

6. Canvassing and Solicitation by non-student, non-university affiliated persons or groups on university owned, leased or controlled properties requires the written permission of the Office of the Vice-President (University Services, Operations and Finance).

Definitions Table

Unless otherwise specified, these definitions apply to this policy and its associated procedures. Defined terms include their plural and grammatical variations.	
Canvassing and Solicitation	Visiting university owned, leased or controlled property for the purpose of canvassing or solicitation of any nature, or with respect to any cause, including: a. The promotion of services or products; b. The provision of unsolicited materials, pamphlets or other information regarding matters of public interest or opinions; c. The determination or persuasion of public opinion; or d. The seeking of votes, donations, or other forms of support.
University Community	Academic, excluded and support staff, academic colleagues and postdoctoral scholars as outlined and defined *in the Recruitment Policy Appendix A: Definitions and Categories of Staff*; undergraduate, graduate, continuing education students and post-graduate learners; emeriti; contractors; visitors; volunteers; and members of the Board of Governors.

University Property	Buildings and lands either owned or leased by the university.

Parent Policy Suite

- Canvassing and Solicitation Policy
- Canvassing and Solicitation Procedure

Related Policy Documents

- Student Conduct Policy

Related Links

- There are no related links.

History

March 10, 2004	Approved.
October 31, 2024	Editorial amendment. Links updated.
February 20, 2025	Editorial amendment. Formatting and links.

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

Contact for questions about this policy:
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The official version of this document may be obtained from https://www.ualberta.ca/policies-procedures/index.html