

**Original Approval Date: March 10, 2004**
**Most Recent Editorial Date: February 14, 2022**
**Editorial Amendments: October 30, 2024**

## Canvassing and Solicitation Policy

<b>Office of Accountability:</b>	Vice-President (University Services, Operations and Finance)
<b>Office of Administrative Responsibility:</b>	Vice-President (University Services, Operations and Finance)
<b>Approver:</b>	Vice-President (University Services, Operations and Finance)
<b>Scope:</b>	Compliance with this University policy extends to all members of the <b>University community</b> , including visitors to campus.

<b>Contact for questions about this policy:</b>	Chief of Staff Office of the Vice-President (University Services, Operations and Finance) vpusf@ualberta.ca
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### 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.

Note: Canvassing and solicitation by students and student groups is addressed in the University of Alberta Student Conduct Policy and in the Student Groups Procedure.

### POLICY

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. 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.

Any activity taking place on **University property** must comply with applicable laws and University policies.

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.

**U of A Policies and Procedures On-Line (UAPPOL)**

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.

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**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

<b>University community</b>	Includes all academic staff and colleagues, administrators and support staff as outlined and defined in <a href="#">Recruitment Policy (Appendix A and Appendix B)</a> as well as third party contractors, visiting speakers, volunteers, professors emeriti, undergraduate students, graduate students, postdoctoral fellows and visitors to campus.
<b>Canvassing and Solicitation</b>	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.
<b>University property</b>	Buildings and lands either owned or leased by the University.

**PUBLISHED PROCEDURES OF THIS POLICY**

[Canvassing and Solicitation Procedure](#)

**RELATED LINKS**

[Student Conduct Policy](#)

[Student Groups Procedure](#)

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

*For the most recent version of this document please visit <https://www.ualberta.ca/policies-procedures/index.html>*