ON-CAMPUS SOLICITATION BY EXTERNAL PARTIES

I. PURPOSE

Prohibits unauthorized solicitation on college premises without appropriate authorization and describes the process and procedures for obtaining approval to conduct on-campus fund solicitation by external groups as an exception to policy.

II. POLICY

A. Sales, solicitation of sales, solicitation of donations or gifts, and any other fund-raising on campus for the gain or advantage of any individuals or any organization not affiliated with the college are prohibited except for charitable activities that are approved by the Board of Trustees or the President or, in the case of WCJC students engaged in solicitation of fellow students or fund raising for college-recognized student groups, the Vice President of Student Services upon recommendation in writing from the officers of the Student Government Association.

B. The prohibition of unauthorized soliciting on campus includes book buying (from either students or employees) except when such activity is conducted at or through the campus bookstore under the authorization of the Vice-President of Administrative Services or when such activity is authorized in advance in writing by the Vice-President of Administrative Services.

C. The prohibition of soliciting includes unauthorized advertising for commercial, retail, or any for-profit or not-for-profit organization or concern.

D. The prohibition of soliciting does not apply to consultations provided by representatives of annuity or retirement companies approved by the Board of Trustees as ORP (optional retirement programs) for college employees.

(POLICY APPROVAL: 4-19-95, Board of Trustees; rev. 2-21-96)

III. PROCEDURES

A. Requests to solicit employees are submitted in writing to the Office of the President on organizational letterhead over the signature of the organization's chief officer and includes the reason for the solicitation, how long the solicitation period is expected to last, why solicitation of college personnel is requested, what specific purpose will be served by the funds collected, and the names of the persons who will conduct the drive or solicitation.

B. In accordance with the above college policy, the President decides whether to grant/deny permission or refer the matter to the Board of Trustees. The college's decision is conveyed to the requester by the President.

C. If a request is approved, the soliciting organization must submit a report to the President upon completion of the drive indicating the number of contributors and the total amount and disposition of funds collected on campus.

D. Requests to solicit students are submitted to the Vice President of Student Services for transmittal and consideration by SGA.

E. The SGA adopts written guidelines for reviewing and recommending approval of proposals to solicit students.
F. SGA makes a recommendation in writing to the Vice President of Student Services, who decides whether to grant/deny permission or to refer the matter to the President.

IV. GUIDELINES

A. Requesters must present their letter of approval to the Office of Administrative Services before any solicitation takes place, and requesters must produce this letter of approval if any college employee or student asks to see it.

B. Requesters must agree in writing to abide by all rules and regulations of the college and to submit the report described in section III.C above.

C. On-campus solicitors are not permitted to accost or otherwise annoy any member of the college community or to interfere with or in any way disrupt the normal business of the college.

D. Solicitors may not challenge any refusal by a member of the college community.

E. Student solicitations on or off campus must be conducted by college-recognized student groups, must have prior approval from the SGA and the Vice President of Student Services, and must adhere to student government and college rules and regulations.

F. This regulation is not intended to address or to interfere in any way with the posting of services to students (such as notices of typing services or those regarding employment opportunities) or student-to-student transactions (such as notices of books or other personal items for sale or apartment vacancies) provided such postings have been approved through the usual college channels for placement on bulletin boards. The regulation is concerned with unapproved solicitations by those not affiliated with the college and is aimed at controlling door-to-door or wholesale soliciting of college employees and students.

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