

## 6.13 SOLICITATION

### Solicitation Policy

To avoid disruption of business operations or disturbance of faculty, staff, visitors, and students, the College has adopted this Solicitation Policy (the "Solicitation Policy"). For purposes of the Solicitation Policy, "Solicitation" (or "Soliciting") shall include canvassing, soliciting, or seeking to obtain membership in or support for any organization requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind ("Materials") on College property or using College resources (including without limitation bulletin boards, computers, mail, e-mail, and telecommunication systems, photocopiers, telephone lists, and databases). "Commercial Solicitation" means peddling or otherwise selling, purchasing, or offering goods and services for sale or purchase, distributing advertising Materials, circulars, or product samples, engaging in any other conduct relating to any outside business interests, or for profit or personal economic benefit when on College property or using College resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means, are covered by the Solicitation Policy. Items to be distributed or offered for sale, which contain College name or design elements (T-shirts, posters, etc.), excluding those sanctioned by the Director of Campus Life, must be approved by the Office of the Associate Vice President, Administration and Facilities Planning.

#### Students

- Any Solicitation or Commercial Solicitation undertaken by a student, registered student club, or student organization must be approved by the Director of Campus Life in coordination with the Office of the Associate Vice President, Administration and Facilities Planning and comply with all applicable laws and College policies.
- Any Solicitation or Commercial Solicitation undertaken by a student or student organization at a College event or facility must be approved by the Director of Campus Life in coordination with the Office of the Associate Vice President, Administration and Facilities Planning.
- Inquiries regarding the Solicitation Policy should be directed to the Office of the Associate Vice President, Administration and Facilities Planning.

#### Faculty

- Any Commercial Solicitation undertaken by a College faculty member must be preapproved by the Provost or his/her designee.
- Solicitation or Commercial Solicitation that disrupts a faculty member's or other employee's work assignments is prohibited.
- Faculty engaging in prohibited activity are subject to disciplinary action commensurate with the violation in accordance with applicable College policies concerning faculty.
- Inquiries regarding the Solicitation Policy should be directed to the Provost.

#### Non-Faculty Employees

- Any Commercial Solicitation undertaken by a non-faculty College employee ("Employee") must be approved by the Office of the Associate Vice President, Administration and Facilities Planning.

- Non-faculty employees are prohibited from engaging in the following actions:
  - Solicitation or Commercial Solicitation during the soliciting employee's work time or the work time of the employee(s) being solicited.
  - Distributing or posting any non-work related Materials in any work area of the College at any time, including during non-work time.
  - Engaging in any Commercial Solicitation at any time without the prior approval of the Office of the Associate Vice President, Administration and Facilities Planning.
- As used in this policy, "work time" shall mean the period of time during working hours when the employee is engaged in or is expected to be engaged in service on behalf of the College. Work time does not include the employee's lunch period or work breaks, or any other periods in which the employee is not on duty. As used in this policy, "work area" means those areas of the College in which regular College activity takes place including, without limitation, offices, classrooms, lecture halls, libraries, student and faculty dining areas, etc.
- Non-faculty employees shall not use College computer and communication systems and Materials, including inter-department mail, e-mail, telephone, fax, supplies, or other related workplace College resources for any Solicitation or Commercial Solicitation that is not directly related to workplace business and/or activities without the express approval of the employee's supervisor.
- Employees engaging in prohibited activity, including Solicitations, Commercial Solicitations, or the distribution of Materials, in violation of this policy are subject to disciplinary action, up to and including termination.
- Inquiries regarding the Solicitation Policy should be directed to the Office of the Associate Vice President, Administration and Facilities Planning.

#### Non-Profit Organizations

The College recognizes the value of charitable organizations and encourages employees and students to be active participants in organizations that support or contribute to the mission of the College. With the exception of College authorized charitable giving campaigns, any charitable organization that wishes to solicit funds for a charitable donation must be sponsored by a recognized student organization, faculty member, or employee and obtain the approval of the Office of the Associate Vice President, Administration and Facilities Planning, which will coordinate with the appropriate College department.

#### Non-Delaware County Community College Individuals or Organizations

- Non-employees or non-students may not engage in Solicitation or Commercial Solicitation (including distributing any kind of written or printed Materials) on College property at any time. Exceptions to the Solicitation Policy must be approved by the Office of the Associate Vice President, Administration and Facilities Planning.
- The Office of the Associate Vice President, Administration and Facilities Planning will not approve Commercial Solicitations by vendors that relate to the promotion or consumption of alcoholic beverages or tobacco, or products or services that are contrary to the policies or mission of the College.

- Door-to-door Solicitation or Commercial Solicitation is not authorized.
- The Solicitation Policy does not prohibit normal business contacts by authorized vendor representatives engaging in business with the College in compliance with other College policies, provided such contacts are made with the consent of College officials.
- Non-employees or non-students who have not been authorized to enter College property shall be considered trespassers. Trespassers violating this policy who have no affiliation with Delaware County Community College will be removed from College property, given trespass warnings not to return, and may be subject to arrest and prosecution.

### **Applicability**

The Solicitation Policy applies to College students, faculty, and non-faculty employees and volunteers as well as vendors and other non-College individuals, entities, and their representatives.