

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-3020.0

FOR POLICY NUMBER: BP – 3020

SOLICITATION ON COLLEGE PREMISES

1. PROCEDURE SUMMARY STATEMENT

To provide protocol for solicitation of students, employees, and visitors on college premises.

2. DEFINITIONS

- 2.1 Solicitation (or “Soliciting”) – includes, but is not limited to, canvassing, soliciting or seeking to obtain membership in or support for any organization; requesting contributions; petitioning activities; and posting or distributing notices, posters, signs, banners, placards, advertising, handbills, pamphlets, and the like of any kind (“Materials”) on college premises or using college resources, including, but not limited to, bulletin boards, computers, mail, e-mail and telecommunications systems, photocopiers, telephone lists and databases.
- 2.2 Commercial solicitation – includes peddling or otherwise selling, purchasing or offering goods and services for sale or purchase; distributing advertising materials; circulars or product samples; or engaging in any other conduct relating to any outside business interests or for-profit or personal economic benefit on college premises or using College resources. Solicitation and commercial solicitation shall include the above activities, whether these activities are performed through verbal, written, or electronic means.
- 2.2. College premises – any property in use by the College, which includes property leased or owned, property used for functions sponsored by the College, and property used by the College to conduct business.
- 2.3. Charitable organizations – a non-profit group designed to benefit society or a specific group of people. These organizations are tax-exempt bodies which (1) are created and operated for charitable purposes, e.g. educational, humanitarian, or religious; (2) employ all of its resources to those charitable activities that are under its direct control; (3) do not distribute any part of the income generated for the benefit of any trustee, trustor, member or other private individual; and (4) do not contribute to or associate with political organizations.

3. PROCEDURE

- 3.1 Non-college individuals or organizations shall not engage in solicitation or commercial solicitation on college premises at any time. Exceptions to the

Solicitation Policy must be approved by the Procurement Department, in coordination with the appropriate Vice President or designee, as applicable.

- 3.1.1 Non-college individuals or organizations shall not engage in petitioning activities regarding legislative, political and similar topics on college premises without prior approval of the President or designee.
 - 3.1.2 Commercial solicitations that relate to the promotion or consumption of alcoholic beverages or tobacco, or to products or services that are contrary to the mission or policies and procedures of the College are prohibited.
 - 3.1.3 Door-to-door or office-to-office solicitation activities are prohibited.
 - 3.1.4 Solicitation activities by non-college individuals or organizations are prohibited in college residence halls and apartments.
 - 3.1.5 Gathering signatures, distribution of materials, or peaceful demonstrations may be permitted when conducted within protocols established to minimize potential disruption to educational activities or college operations. Such protocols may include, but not be limited to, providing the petition or materials to administration when seeking permission, utilizing the designated time(s) and location(s), clearly displaying a disclaimer notice that the petitions or materials provided are not affiliated with the College, avoiding obstruction or restriction of access to buildings, and not interrupting students, faculty, or staff to obtain signatures.
 - 3.1.6 Non-college individuals or organizations that engage in unauthorized solicitation activities on college premises shall be subject to removal from college premises, arrest, and prosecution.
 - 3.1.7 This procedure does not prohibit normal business contacts by authorized vendor representatives engaging in business with the College in compliance with other college policies, procedures and plans, provided such contacts are made with the consent of college officials.
- 3.2 Any solicitation activities undertaken by college-recognized student clubs or organizations must be approved by the Student Activities Department, in accordance with student club and organization procedures and protocols as established by the Student Activities Office, and college policies and procedures.
 - 3.3 Academic Departments or programs may have limited authority to conduct sales in conjunction with educational activities. Revenue and expenditures associated within Academic Departments and educational courses, which involve, as part of the educational experience, the sponsorship of activities and the production and sale of a product on a limited basis, shall be accounted for through Accounts Receivable as

departmental sales and services. Activities shall be conducted in accordance with college policies and procedures.

- 3.4 The Athletic Department or teams may have limited authority to conduct solicitation activities in conjunction with fundraising activities. Revenue and expenditures associated with the Athletic Department or team activities, shall be accounted for through Student Accounts. Activities shall be conducted in accordance with college policies and procedures, as well as procedures established for these activities by Finance and Facilities.
- 3.5 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 or employee group, or an employee with an affiliation with the charitable organization.
- 3.6 Solicitation activities that involve the approved posting or distribution of materials are subject to additional procedures as follows:
 - 3.6.1 Materials may only be posted on bulletin boards or other places provided for that purpose. Bulletin boards are reserved for use by the College to support college functions, student organizations, and college-sponsored programs and activities. Some bulletin boards are reserved for specific use and may require special permission.
 - 3.6.2 The posting of materials is prohibited on utility poles, trees, painted surfaces and under the windshield wipers of vehicles parked on college premises.
 - 3.6.3 Commercial postings and business advertisements may be permitted only if approved by the Vice President of Student Services or designee(s). Such approved posting must comply with all campus regulations and are only permitted when of service to the College community.
 - 3.6.4 Student and student organization materials are required to have the approval of the Student Services Division prior to posting.
 - 3.6.5 Materials must contain the following information: (a) the name of the individual or organization responsible for the posting; (b) the name of an individual who is their authorized representative; (c) the imprint of the Student Services Division authorization; and (d) a pull date.
 - 3.6.6 The person or organization shall remove its materials no later than fourteen (14) days after posting or no later than one business day after the event to which the material relates, whichever is earlier.

4. APPLICABILITY

N/A

ISSUE DATE: 03/27/2019

EFFECTIVE DATE: 03/27/2019

REVISION DATE(S): 08/08/1996 (item #7675); 03/13/1997 (item #7957); 06/10/1999 (item #8527); 03/01/2014; 09/27/2017; 03/27/2019

PRIOR POLICY/PROCEDURE NUMBER: 2210.a

SCHEDULE FOR REVIEW: 2024

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Finance and Facilities

SPONSORING DIVISION/DEPARTMENT: Finance and Facilities

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: campus signs; posters; solicitation