



WCJC Title: **On-Campus Solicitation by External Parties**

Section:
Community and
Government Relations

Page(s): 2

BASED ON BOARD OF TRUSTEES POLICY

Policy Title: **Community Expression and Use of College Facilities**

Policy: **GD**

Subtitle: **None**

Date Adopted: 08/01/2020

Purpose

To outline the process by which external parties or groups may solicit employees and/or students on campus.

This procedure is concerned with solicitations by those not affiliated with the College and is aimed at controlling door-to-door or wholesale soliciting of college employees and students.

This procedure is not concerned with the posting of services to students or student-to-student transactions provided such postings have been approved through the usual College channels for placement on bulletin boards.

Requests to Solicit Employees and/or Students

1. Requests to solicit employees must be submitted, in writing, to the Vice President of Administrative Services (VPAS) on organizational letterhead. Requests must include the signature of the organization's chief executive officer, the reason for the solicitation, solicitation period, the specific purpose served by the funds collected, and the names of the persons who will conduct the drive or solicitation.
2. The VPAS will submit all requests to the President who will grant or deny permission.
3. The College's decision will be conveyed via letter of approval to the requester by the VPAS.
4. Sales, solicitation of sales, solicitation of donations or gifts, and any other fund-raising on campus for the gain or advantage of any individual(s) or organization(s) not affiliated with the College are prohibited, except for charitable activities. The prohibition of unauthorized soliciting on campus includes:

- a. Book buying from either students or employees, except when such activity is conducted at or through the campus bookstore under the authorization of the VPAS or when such activity is authorized in advance in writing by the VPAS.
- b. Unauthorized advertising for commercial, retail, or any for-profit or not-for-profit organization or concern.
- c. The prohibition does not apply to consultations provided by representatives of annuity or retirement companies approved by the Board of Trustees as Optional Retirement Programs for college employees.

Guidelines for Solicitors While on a WCJC Campus

1. Solicitors must be able to present their letter of approval upon request at all times while on a WCJC campus and/or while engaging in their solicitation activities on campus.
2. The solicitor and any persons associated with the drive/solicitation must abide by all College rules and regulations while on campus.
3. 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.
4. Solicitors may not challenge any refusal by anyone encountered on a WCJC campus.
5. Student solicitations, whether on- or off-campus, may only be conducted by College-recognized student groups and must have prior approval from the Dean of Student Success (see Policy FI).

Date Prepared: 06/08/2023 (LM/BK)

Revised Date: