



8.10.0.1 Solicitation on Campus

Definition:

Solicitation is any verbal or written effort to raise funds through the sale of merchandise/services or through charitable donations as well as to influence or gain support for an issue or cause.

Purpose:

Century College recognizes the need to protect the campus environment from uncontrolled solicitations, but acknowledges the need to support worthwhile causes and to have convenient access to a variety of merchandise and services.

Policy:

1. Solicitation is prohibited in classes; instructors/presenters are prohibited from advertising services or products in classes. (Course materials approved by a Vice President are excluded from this policy.)
2. Any college clubs, organizations and individuals wishing to solicit or sponsor a program for a specific cause must obtain prior approval from the Associate Dean of Student Life at least one week prior to the event. Student groups are encouraged to contract with vendors if appropriate to obtain at least 15% of profits.
3. College clubs or organizations wishing to hold a raffle, bingo, lottery, or similar game of chance must receive permission from the Director of Student Life. Games of chance are subject to local, state and federal laws. Prizes of alcohol or other prizes deemed inappropriate will be prohibited.
4. Off-campus groups or individuals must obtain approval for solicitation from the Director of Student Life and must be sponsored by a college club or organization. The request must include the following:
 - name of sponsoring organization
 - name of vendor, contact person and phone number
 - purpose of solicitation
 - preferred dates of solicitation
 - methods used to solicit, including examples of advertising and publicity.
 - preferred location(s)
 - target populations
 - descriptions (samples when possible) of products, programs, and/or written materials to be distributed.

Generally, solicitation by off-campus constituents is discouraged. However, activities which enhance the college community educationally or culturally will be given serious consideration.

5. Profit-making solicitations may be subject to a contractual relationship by which a negotiated percentage of sales will be allocated to the Century club or organization sponsoring the event.

6. Off-campus groups or individuals must abide by the policies affecting recognized college clubs and organizations.
7. All persons involved with a solicitation must respect the rights of individuals to refuse the solicitation being made.
8. Violations of any of the above policy may result in disciplinary action, legal action and/or sanctions.
9. Flyers and signs must be approved and stamped before posting on campus according to Century College posting procedures. Solicitors cannot put flyers, cards or any type of advertising on cars in the campus parking lots.
10. Voice mail, e-mail and campus monitors are for official college business only. See Century 5.1.1 Century Computer Usage policy.

References:

Minnesota State Colleges and Universities Board Policy: None

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