

# STOCKTON UNIVERSITY



## PROCEDURE

### Solicitations on University Property

Procedure Administrator: Associate Vice President for Administration and Finance

Authority:

Effective Date: February 24, 1975; October 7, 2009

Index Cross-References:

Procedure File Number: 6390

Approved By: Dr. Herman J. Saatkamp, Jr., President

### I. PURPOSE:

To provide information concerning restrictions on solicitations on University property by agents, on advertising materials, and/or for contributions.

### II. PROCEDURE:

#### A. University-Related Organizations

The rules contained herein prohibiting soliciting on campus property are not intended to prevent University-related organizations from raising funds or selling the products resulting from their activities. However permission for fund raising or sales of such products must be obtained in writing from the Vice President for Administration and Finance. The permit will include the time and place covered by the authorization and should be displayed during the sales activity.

#### B. Solicitation - Membership Agents

No person shall solicit employees for membership or otherwise engage in the interest of any group, organization; or association whatsoever on University property without the written consent of the Vice President for Administration and Finance. If granted, participation by employees is strictly voluntary. Solicitation of instructional personnel must never interfere with the instructional programs.

#### C. Solicitation - Advertising, Sales Promotional Material

1. No notices, tickets, information, sales gimmicks, or other materials of an advertising nature from outside the University may be distributed to University employees.

2. Instructional materials of an educational nature carrying incidental advertising may be used in classrooms. Such material should have a purpose related to the curriculum.

D. Solicitation for Contributions

Except for authorized solicitations, such as the annual Employee Charitable Campaign, solicitation of employees on the premises of the University on behalf of any club, society, religious organization, political party, or similar association is prohibited.

E. Solicitation by Mail

Listings by name of faculty, staff, or students will not ordinarily be distributed to any organization or business concern. Exceptions may be authorized by the Vice President for Administration and Finance for employees and by the Vice President for Student Affairs for students. The intramural and extramural mail service provided by and for employees of the University shall not be used for the purpose of mass distribution of material to promote organization membership or commercial interest.

F. Authorization

Solicitation involving sale of items to be conducted on University property by salesmen or agents, including students, must be authorized in writing by the Vice-President for Administration and Finance. Such authorizations will include the time and place covered by the permit.

Approval History:

	Date
President	10/07/09