

Title: Non-Solicitation Policy

Initial Action: February 23, 2015

Board Agenda: 15-008

Last Revised:

Policy:

Procedure:

Last Reviewed:

Effective: March 1, 2015

Next Review: As needed

Responsibility: Vice President, Administrative Services

Policy:

In order to ensure continuity of business operations and prohibit disturbances to faculty, staff, visitors, and students, the Non-Solicitation Policy restricts access and activities to certain areas of all campus facilities and grounds. This policy applies to all students, faculty, full and part time staff, and all external entities, organizations, and businesses.

Procedure:

“Solicitation” shall mean canvassing, soliciting or seeking to obtain membership in or support for any organization including requests for contributions.

“Commercial Solicitation” means 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 property.

Items to be distributed or offered for sale which contain Cecil College trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by the Vice President of Administrative Services. Any exceptions to this policy must be approved following the procedures outlined.

I. Students

A. Any Solicitation or Commercial Solicitation undertaken by a student, registered student club, or student organization must be approved in advance by the Vice President of Student Services and Institutional Effectiveness.

II. Faculty and Staff

- A. Any Solicitation or Commercial Solicitation requested by faculty or staff must be approved by the employee's division Vice President and the Vice President of Administrative Services.
- B. Faculty or staff members who engage in non-approved solicitation activities are subject to disciplinary action commensurate with the violation in accordance with the College Performance Management Policy.

III. Non-Profit Organizations

The College appreciates the work of charitable organizations and encourages employees and students to support or contribute to their mission. With the exception of events and activities sponsored by the Cecil College Foundation, organizations that wish to solicit charitable donations must be sponsored by a recognized student organization, faculty member or employee and obtain the approval of the appropriate division Vice President and the Vice President of Administrative Services.

IV. Non-Employees or Organizations

- A. 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 unless an exception has been approved in advance by the Vice President, Administrative Services.
- B. Door-to-door Solicitation or Commercial Solicitation is not authorized.
- C. Solicitation in classrooms, labs, hallways, stairwells, the Library, and parking lots is prohibited.
- D. The Non-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 the College.
- E. Non-employees or non-students who have not been authorized to enter College grounds for the purpose of solicitation shall be considered trespassers. Trespassers violating this policy who have no affiliation with Cecil College will be removed from College property, given trespass warnings not to return, and may be subject to arrest and prosecution.