

Title: #VII-2. Campus Guidelines on Solicitation

Date: November 25, 2024 (replaces version dated December 1, 2004)

Purpose

This policy establishes guidelines for solicitation activities on campus to ensure that such activities do not disrupt the educational environment, infringe on personal privacy, or conflict with institutional operations.

Reference

West Virginia Code [§18B-14-10](#); [§18B-1-6](#)

In accordance with Board of Governors Policy [F-16](#) "Use of Institutional Facilities"

Scope

This policy applies to all individuals and organizations, including students, faculty, staff, external organizations, and vendors, who wish to engage in solicitation activities on campus property.

Definitions

1. **Solicitation:** The term "solicitation" as used here means the sale, lease, rental or offer for sale, of any property, product, merchandise, publication, or service, whether for immediate or future delivery; the distribution or display of printed material, merchandise, or products that are designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; or the oral written appeal or request to support or join an organization other than a registered student, faculty, or staff organization. Solicitation further means the activity or process of seeking to obtain the support of an individual for a cause, movement, doctrine, or commercial product through persuasion or formal application.
 2. **Campus Property:** All buildings, grounds, and facilities owned, leased, or controlled by the community college.
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General Guidelines

1. **Permissible Solicitation:**

- Must align with the college's mission, values, and educational purpose.
- May include charitable fundraisers, student organization activities, or information-sharing events.

2. **Prohibited Solicitation:**

- Activities that disrupt classes, campus operations, or scheduled events.
- Solicitation for commercial purposes by external organizations without prior approval.
- Distribution of obscene, discriminatory, or harassing materials.
- Placing banners, posters, stickers on college property, including vehicles, without prior authorization.

3. **Restrictions:**

- Solicitation is permitted only in designated areas.
- Activities must occur during regular campus hours and not interfere with classes or college functions.
- All items displayed on campus bulletin boards must be approved by Marketing and Communications, with final approval from the Office of Institutional Advancement.
- Use of the campus internal mail system is provided to faculty, staff, and students and is to be used for official university business, and is not to be used for personal gain, political, religious or special interest purposes.
- The campus receiving department is dedicated solely to managing shipments and deliveries related to college operations. **Personal packages for students, faculty, staff, or visitors cannot be accepted or processed by the receiving department.** Individuals are encouraged to use their personal mailing addresses or local parcel delivery services for non-business-related shipments. The college is not responsible for tracking, storing, or securing personal deliveries sent to the receiving department.
- Except to solicit participation in official college programs and activities, no employee or other person shall solicit employee organizational membership during scheduled work time in working areas of the college while work tasks are being performed.

4. **Approval Process:**

- External organizations must obtain written approval from the Office of Institutional Advancement at least two weeks prior to the activity.
- Student groups must submit a request to their advisor with final approval granted by the Office of Institutional Advancement, including any fundraising requests that clubs may have.

5. **Identification:**

- Individuals or groups engaged in solicitation must display appropriate identification and authorization during their activities.

Special Considerations

1. Political Activities:

- Campaigning or political solicitation must follow the college's policies on political expression and must not imply endorsement by the institution.

2. Religious Solicitation:

- Activities must respect the rights and beliefs of others and comply with policies on nondiscrimination and inclusivity.
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Consequences for Non-Compliance

1. Violations of this policy may result in:

- Revocation of solicitation privileges.
 - Removal from campus property.
 - Disciplinary action.
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Exceptions and Appeals

1. Exceptions to this policy may be granted by the President or their designee.
2. Individuals or groups may appeal decisions regarding solicitation permissions to the Office of Institutional Advancement.

Responsible Administrator: President, 304-424-8200