SOLICITATION

No solicitation by non-employees shall be conducted at the University without prior approval of the Vice President for Business Affairs, Director of Human Resources or designee. As a general guideline, approval may be granted to agents, or to employees acting in the course and scope of their agency or employment, or to organizations that can present written evidence of tax exemption under 26 U.S.C.A. 501 8 (3) (Internal Revenue Code). Approved solicitation may not:

1. interfere with entry or exit from a building, structure, or facility of the University;
2. disturb or interfere with ongoing programs or activities of the University;
3. impede pedestrian or vehicular traffic; or
4. harass, embarrass, or intimidate the person(s) being solicited.

Solicitation activities by employees may take place before/after work periods or during lunch periods. This restriction shall apply to all employees. For example, one employee who is at lunch may not solicit another employee who is on duty at the time. Both must be off duty or at lunch at the same time solicitation takes place. It shall be the responsibility of supervisors to stop solicitation that takes place in violation of these guidelines. Collecting money for retirement gifts, departmental parties, etc., is not considered solicitation under this policy. Notices or information relating to solicitation activities must be approved by the Vice President for Business Affairs or Human Resources. Any breach of these guidelines will result in disapproval of solicitation privileges.

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