PURPOSE

This policy is adopted to protect the campus community from sales and solicitation activities that are disruptive, unrelated to the University's mission and educational purpose, incompatible with its normal operation, and to preserve the University's right to regulate sales and solicitation activities on its property.

POLICY SCOPE AND APPLICATION

The Non-Solicitation Policy applies to all students, University-affiliated organizations, faculty, staff, volunteers, vendors and other non-University individuals and entities and their representatives, and covers all University-provided equipment (as defined below).

A. DEFINITIONS

Equipment – all equipment and facilities owned or controlled by the University in the nature of computers, network servers, telephones, email, fax machines, interoffice mail, voice mail, scanners and photocopiers.

Fundraising – the charging of admission, solicitation for funds, sales, or donations in any form.

Registered student organization – any organization which has its constitution approved by the officers of the University and Student Government Association and is on file with the Director of Student Activities.

Solicitation – (or “Soliciting”) –

- Requesting funds or contributions; peddling or selling, purchasing or offering goods and services for sale or purchase (whether for charitable or commercial purposes);
- Any effort or attempt to canvas, solicit, seek to obtain membership in or support for any organization;
- Posting or distribution of literature, handbills, pamphlets, petitions, and the like of any kind;
- Asking support for a political candidate or otherwise requesting support or commitment with respect to causes, groups or interest;
- 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.

Solicitor – any person or entity that engages, attempts, or seeks to engage in solicitation, as defined above.

University – Alvernia University.

University-affiliated organizations – groups that are formally part of the University such as departments and divisions; student organizations that are officially registered by the Office of Student Activities; student-athlete or varsity athletics programs; all official University committees, special committees, groups, and task forces created by the University and supported directly by the University.

University property – any property that is owned, leased, or managed by Alvernia.

Work area – those areas of the University in which regular University activity takes place including without limitation offices, classrooms, lecture halls, libraries, dining areas, athletic facilities, etc.

Work time – the period of time during working hours when an employee is engaged in or is expected to be engaged in service on behalf of the University. Work time does not include any Employee’s unpaid lunch period or work breaks, or any other periods in which the employee is not on duty.

B. GENERAL GUIDELINES
1. Alvernia prohibits solicitation EXCEPT:
   a. By University-affiliated organizations; and/or
   b. By vendors who have contracted with the University to provide services, products, or articles directly related to the University's purposes or to students' needs and such contract permits solicitation; and/or
   c. Employees who have received approval (see below) on behalf of a charitable organization with a mission that is consistent with the University's mission and purpose.
2. Solicitation must occur only at the approved location.
3. Solicitors may not verbally call out to individuals in the vicinity of the solicitation area.
4. Door-to-door solicitation is not permitted on campus without prior approval from the Director of Event Management, Director of Athletics, or the Director of Student Activities.
5. Even if pre-approved, the University reserves the right to withdraw, at its discretion, approval or cancel all solicitation on its property should it conflict with functions essential to the educational mission of the University.
6. Items to be distributed or offered for sale, which contain University trademarks, names or design elements, must be approved by the proper authority.
7. The University also reserves the right to regulate time, place, manner, and duration of approved solicitation activity and any advertising related thereto.
8. Solicitation that is discriminatory, hateful, harassing, illegal, defamatory, profane, or obscene is prohibited.
9. Solicitation by vendors that relates to the promotion or consumption of alcoholic beverages or tobacco, or products or services that are contrary to the policies or mission of the University is prohibited.

C. STUDENT GUIDELINES

1. Any solicitation undertaken by a student or registered student organization must be approved by the Director of Student Activities, conducted in compliance with the Student Handbook and procedures established by the Office of Student Activities, if any, including compliance with all applicable laws and University policies.
2. Before granting approval, the Office of Student Activities may require a review of any contract existing between the student organization and its fundraising partners.
3. Each approved solicitor must carry an approval form issued for the activity.
4. Any solicitation undertaken by (i) a student or student organization at a University athletic event either on or off University property; or (ii) a student athlete or varsity athletics program must also be approved by the Director of Athletics.
5. Students are not permitted to conduct any solicitation on University property, which includes but is not limited to door-to-door sales, sales meetings with groups, placing hand-flyers on cars or under residence hall room doors.
6. The use of University equipment whereby a student would serve as an agent for an outside business firm is prohibited.
7. Activities that require a professional license are expressly prohibited. Such activities include but are not limited to: tattooing, body piercing, sales parties (Tupperware, Avon, etc.), book buy-back, and hair cutting.
8. Student inquiries regarding the Non-Solicitation Policy should be directed to the Office of Student Activities.
D. FACULTY & STAFF GUIDELINES

1. Employees are prohibited from soliciting during work time. Employees may use non-work time for personal purposes, but must not engage in solicitation, which disrupts or interferes with ongoing Alvernia operations or other employees' enjoyments of their non-work time.

2. Any solicitation undertaken by a University faculty or staff member on University property or while conducting University business must be pre-approved by the Director of Human Resources or his/her designee. Appeals should be directed to the Vice President for Finance and Administration.

3. Notwithstanding Items D(1) and (2) above, faculty and staff are prohibited from distributing or posting any solicitation materials in any University work area at any time, including during non-work time.

4. Employees who violate this policy are subject to immediate discipline, up to and including termination of employment.

5. Employee inquiries regarding the Non-Solicitation Policy should be directed to Human Resources.

E. NON-PROFIT ORGANIZATION GUIDELINES

The University recognizes the value of charitable organizations and encourages employees and students to be active participants in organizations that support or contribute to the mission of the University. With the exception of University authorized charitable giving campaigns such as the United Way, any not-for-profit organization that wishes to solicit on campus must be sponsored by a University-affiliated organization and obtain the approval of the Director of Event Management, which will coordinate with the appropriate University department.

1. The organization will be provided with written approval. Sales will normally be conducted from assigned tables in the Student Center or another designated location.

2. Arrangements should be made through, and inquiries regarding the Non-Solicitation Policy should be directed to, the Director of Event Management.

3. Solicitation by a charitable organization at a University athletic event either on or off University property must also be approved by the Director of Athletics.

F. ADDITIONAL GUIDELINES

1. Non-employees or non-students may not engage in solicitation. Any limited exceptions to the Non-Solicitation Policy must be approved by the Vice President for Finance and Administration.

2. The Non-Solicitation Policy does not prohibit normal business contacts by authorized vendor representatives engaging in business with the University in compliance with other University policies, provided such contacts are made with the consent of University officials.

3. Vendors approved for vending privileges to the University community may, at the discretion of the Office of Procurement and Risk Management, be permitted to sell their products at restricted locations on University property for a limited number of days per year, provided that they register with the Director of Event Management and pay any applicable fee.

4. Non-employees or non-students who have not been authorized to enter University property shall be considered trespassers. Trespassers violating this policy who have no affiliation with the University will be removed from University property, given trespass warnings not to return, and may be subject to arrest and prosecution.