

SOLICITATION AND DISTRIBUTION PROHIBITED

PURPOSE: To prohibit the unauthorized solicitation of faculty and staff, and the unauthorized distribution of any information, literature, and/or materials on campus by other employees or non-employees.

POLICY: It has been a longstanding practice of the University to prohibit all forms of solicitation, and/or distribution of any material to faculty and staff on the University campus, so that faculty and staff may give their full attention to servicing students and to their other University work activities, and to ensure that employees are protected from any activity of this sort conducted by anyone not authorized by the University to do so.

DATE APPROVED: July 7, 1999

DATE REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

- I. Solicitation and Distribution by Non-Employees.
 - A. Persons not employed by the University are prohibited from soliciting or distributing information, literature or materials for any purpose, at any time, anywhere on any campus, including, but in no way limited to, any and all property leased by the University.
 - B. All outside-sales persons, unless they have scheduled appointments with other University Administrators, shall be directed to the Director of Purchasing and Campus Services, who is located in the Warehouse and Maintenance Building.
 - C. All representatives of any companies or organizations that have written contracts with the University to provide employee fringe benefits may, with the expressed consent of the Manager of Human Resources, talk with faculty on campus when it does not interfere with their teaching or related responsibilities, and talk with staff at times that are not disruptive and which are pre-approved by their respective supervisors.

- II. Solicitation and Distribution by Employees and Students.
 - A. Under no circumstances shall faculty or staff members solicit students for any reason, except for activity that qualifies under Section III.
 - B. Faculty and staff members may solicit other faculty and staff members on a departmental or office basis for purposes of employee recognition only, e.g., birthdays, weddings, showers, retirements and terminations at such times that do not disrupt teaching or work activities.
 - C. Faculty and staff members shall not solicit or distribute information, literature or material for any reason on a campus wide basis, nor use any University employee/student/ parent/alumni mailing lists for the purpose of soliciting or distributing information, literature or material, through either the internal mail system or the U.S. postal service, except for activity that qualifies under Section III.
 - D. Students may be permitted to solicit faculty, staff, or other students, with appropriate approval of both the Campus Relations and the Director of Student Activities, to raise funds for authorized clubs, activities, or events.

III. Official University Solicitation and Distribution.

- A. As a non-profit institution qualifying for receipt of contributions under Section 501(c)(3) of the IRS code, the University solicits faculty/staff/ students/alumni for contributions to the University. These funds may be designated, or given without restriction. Memorial Scholarships may be established, with appropriate approval from the College Relations, and are made available to families and friends of deceased faculty, staff members, students, or alumni.
- B. The University permits only authorized and official information, literature, and/or material be distributed to the Franklin Pierce community on any of the University campus and/or to their homes. Personnel/student/ parent/alumni lists, containing current and/or former employee/student/parents names and/or addresses shall never be shared, under any circumstances, with other institutions, outside organizations or agencies and/or their employees.