

PIEDMONT VIRGINIA COMMUNITY COLLEGE

II – ADMINISTRATIVE (GENERAL) POLICIES

II – 6.10 OUTSIDE ORGANIZATION SOLICITATION POLICY

Policy #:	II – 6.10
Effective:	10/14/04
Revised:	
Responsible Dept.:	VPFAS

1. PURPOSE

This policy applies to external groups, organizations, or businesses that seek to use the facilities of Piedmont Virginia Community College for the purpose of soliciting, providing information, distributing promotional material, performing community service, or otherwise making person-to-person contact with members of the College community. This policy applies to requests initiated by outside organizations. It does not apply to College-sponsored activities or events which bring outside organizations to campus by invitation of the College (such as a college day program or a job fair). Nor does it apply to outside organizations that are requesting meeting space or the use of facilities when solicitation is not involved.

2. GENERAL POLICY

To the extent that an activity involving solicitation serves the needs of the College community or provides a community service that is consistent with the College's mission, authorization may be granted for outside organizations to use PVCC facilities. Such use must be approved by the Dean of Student Services. These activities should be noncommercial in nature.

PVCC will not permit any activity that is disruptive to academic life, or which interferes with the conduct of College business. Requests must be consistent with federal, state, and local laws that apply to such activities. In addition, the College has contractual obligations with vendors (such as the cafeteria, bookstore, and vending) which must be respected.

Organizations which receive authorization to use PVCC facilities for solicitation must adhere to a strict "no hard sell" policy. There is to be no mental or physical harassment of any student, faculty, staff, or visitor. Generally, this means that a prospect must first approach a solicitor. The handing out of literature or materials without obligation or further discussion is acceptable. Attempting to force someone to accept an item or engage in conversation against their will is not acceptable. Solicitors must operate from the table or in the designated area provided, and are not permitted to move about College buildings or parking lots. Organizations which violate these guidelines will be required to leave the premises, and may be denied future access to PVCC facilities.

3. COMMERCIAL SOLICITATION

Except as discussed below, the College does not permit on-campus commercial solicitation by representatives of for-profit businesses. Commercial organizations seeking to engage in activities other than selling or marketing may be granted access to PVCC facilities under certain circumstances. An example of an acceptable activity would be a representative of a business seeking to recruit students as part-time or seasonal workers. The Dean of Student Services is the approving authority for this type of activity.

Commercial organizations which have a contractual or business relationship with the College or the Commonwealth of Virginia to offer a product or service (an example would be an approved provider under the faculty optional retirement plan) may be permitted access to campus. These requests do not require the approval of the Dean of Student Services, but must be coordinated through the Vice President for Finance and Administrative Services. The "no hard sell" policy and other guidelines discussed in Section 3 above also apply to this type of solicitation.

4. NON-PROFIT AND COMMUNITY SERVICE ACTIVITIES

The college may permit non-profit organizations or groups to use college facilities for the purpose of engaging in activities which involve the provision of information or the distribution of materials deemed to be of interest to members of the College community. The Dean of Student Services is the approving authority for such uses. Permission will generally be granted to requesting organizations, provided that the activity does not interfere with the conduct of College business.

Community service activities which go beyond the scope of providing information or distributing materials will be considered in the context of resource availability and other factors. Included in this category are selling by non-profit groups and solicitations which involve giving by members of the College community in one form or another. An example would be a blood drive. These types of activities require the approval of the Dean of Student Services and the Vice President for Finance and Administrative Services. As a general rule, outside organizations will not be granted permission to use PVCC facilities for the purpose of soliciting funds.

5. FACILITIES

PVCC has very limited space that is suitable for use by outside organizations under the provisions of this policy. Tables used by outside organizations must be placed in locations that do not interfere with traffic flow and other activities. Acceptable locations are in the Main Building at the Student Lounge and outside at the South Entrance. Tables are not to be located at the entrance to the Library, nor in any location that interferes with movement through the building. Except in special circumstances, solicitation activities will not be approved for the Dickinson Building. Soliciting in parking lots and by moving about the campus and College buildings is prohibited. This includes placing flyers on vehicles.

6. DISPLAYS AND LITERATURE

The placement of displays, literature racks, flyers, promotional material, etc. by outside organizations requires the approval of the Dean of Student Services. Unauthorized materials may be removed and discarded without notice. The use of individual mailboxes in the faculty staff lounge for commercial solicitation is prohibited unless postage has been paid and delivery is through the U.S. Postal System. Businesses offering discounts or other benefits to PVCC employees and/or students may apply to the Vice President for Finance and Administrative Services for permission to place printed materials on campus.