Policy for: Wofford College Community

Authorized by: President

Issued by: Human Resource Director

Policy Purpose
To identify permissible solicitations and distribution of materials on College premises and to outline approval of such, when applicable.

Definitions
Solicitation – Any approach of one person by another person with requests for time, memberships, goods, services, funds and/or equipment or materials to benefit either College employees or outside organizations.
Distribution – Handing out, circulating, delivery or posting on College or department bulletin boards of leaflets, pamphlets or other printed or electronic material related to drives, campaigns, causes or organizations.

Policy Statement
The purpose of this policy is to protect faculty, staff, students, contractors and College guests from commercial and non-commercial exploitation and harassment, preserve the aesthetic atmosphere and protect the reputation of the College, avoid disruption of the College’s educational mission and to promote safety and security in College facilities and grounds. From time to time it will be in the best interest of College employees to permit certain commercial entities access on campus for the purpose of soliciting and introducing new services, products, goods, memberships, equipment and materials that will benefit College employees or outside organizations. These businesses may be cell phone companies, buying clubs, charities, and other appropriate businesses. The distribution, sale, or solicitation of any products, goods, food, beverage and service by Wofford and non-Wofford individuals and organizations are subject to prior authorization. No use shall be permitted which is inconsistent with the mission of the college or which shall result in undue competition with local commercial enterprises.
If the purpose of the on-campus activity is for the benefit of employees, prior approval of the activity must come from the Coordinator of Human Resources. If the purpose of
the on-campus activity is for the benefit of students, prior approval must come from the Dean of Students.

**Guidelines for Approved Solicitations**

Solicitation must not interfere with normal College operations or obstruct the flow of pedestrian traffic. An approved solicitation, which is subsequently believed to endanger the safety, health, or welfare of members of the College community, will be halted immediately. Approval for the site of a solicitation on campus must be obtained from the College authority responsible for that space, in conjunction with Human Resources and/or Dean of Students or in the case of religious organizations approval of the College Chaplain.