



ADMINISTRATIVE

POLICY

TITLE: SOLICITATION ON CAMPUS

POLICY NO: 4-12

EFFECTIVE DATE: 07/21/2015

VCCS POLICY NO: N/A

REVISED DATE: 01/25/2024

I. Purpose:

To provide guidelines for external individuals and/or organizations who seek to use college facilities for the purpose of soliciting, providing information, distributing promotional materials, performing community service, or otherwise making person-to-person contact with the college community.

II. Definitions:

External individuals: individuals who are not students, staff, or faculty of the college.

External organizations: community or cultural groups, not-for-profit organizations, state and local government agencies, corporate and commercial organizations, and professional organizations.

Internal groups: recognized student groups, employees, committees, or departments of the college.

Solicitation:

- selling or promoting products, goods or services;
- use of staff and faculty directories for the purpose of selling/promoting goods and/or services;
- conducting membership drives; or
- seeking opinions, votes or pledges, including the distribution of printed materials

III. Policy:

A. To the extent that an activity involving solicitation serves the needs of the college community or provides a community service that is consistent with J. Sargeant Reynolds Community College's (Reynolds) mission, authorization may be granted for outside organizations to use the college's facilities (e.g., Commonwealth of Virginia Campaign [CVC], benefits fair, blood donation drives, etc.).

B. The college shall 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.

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- C. Reynolds has contractual obligations with vendors (such as the cafeteria, bookstore, and vending) which must be respected.
 - D. Any approved solicitation must adhere to a strict "no hard sell" policy where a prospect must first approach a solicitor.
 - E. This policy does not apply to outside organizations that are requesting meeting space or the use of facilities when solicitation is not involved.
- IV. Procedures for [Solicitation on Campus, 4-12](#)
- V. Other Information: N/A