

## Policy Limiting Solicitation on College Property

### I. Policy Objective

The College has adopted this Policy Limiting Solicitation on College Property in order to maintain an academic environment free from unwanted solicitations and interference with the educational mission of the College, its processes and functions; and to avoid disruption and conflicts with College operations or disturbance of faculty, staff, students and visitors. Accordingly, the College limits solicitation and distribution on College property, recognizing that, when left unrestricted, these activities will interfere with the normal operations and mission of the College, as well as the educational experience of its students. The College property is not an open venue for the conduct of commercial enterprises or solicitations for personal economic benefit. An additional objective of this policy is to control fundraising activities not related to private financial support of the College or the CCM Foundation in order to assure that those activities are not adverse to or in conflict with the fundraising conducted by the CCM Foundation. The implementation of this policy shall be based upon the limitations and terms of this policy and not on the political, religious, or other affiliation of the individual conducting the solicitation.

### II. Definitions

The following definitions shall govern the use of the listed terms in this policy:

1. **CCM Activity** is (i) an event, meeting, conference or activity which is conducted under the auspices of the College or a CCM Affiliated Group in which a substantial portion of the cost of the event is borne by the College or a CCM Affiliated Group; or (ii) an event, meeting, conference or activity conducted by or offered solely for CCM employees or CCM students or both.
2. **CCM Affiliated Group** means the divisions, departments, offices and agencies of the College, as well as student organizations and groups that are funded by the College and/or listed in the College catalog (*e.g.*, student clubs, athletic teams, etc.), collective bargaining units representing CCM employees, employee groups authorized under Section V, and the CCM Foundation.
3. **Commercial Solicitation** means selling, purchasing, or offering goods or services for sale for a profit-making enterprise or for personal economic benefit, including related distribution of advertising or promotional materials, circulars, product samples or gifts.
4. **Foundation Related Solicitation** means solicitation conducted under the auspices of the CCM Foundation, seeking donations from individuals, business enterprises or charitable foundations for the support of the College or the CCM Foundation.
5. **Non-Affiliated Groups or Individuals** are all other organizations or individuals, not considered a CCM Affiliated Group, that wish access to or use of College facilities for an event, meeting, conference, activity, show, fair or festival or Solicitation.
6. **Solicitation** means canvassing, soliciting, or seeking to obtain membership in, or support for any organization, requesting contributions, including doing so by posting or distributing handbills, pamphlets, petitions, and the like of any kind on College property or using College resources and equipment (including without limitation, College bulletin boards, computers, mail, e-mail, telecommunications systems, photocopiers, telephone lists and databases).

### III. Permitted Solicitation

The following solicitation activities are permitted:

- A. Solicitations for participation in or support of a CCM Activity.
- B. Activities which are authorized and protected under the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-1, *et seq.*
- C. Solicitations by a Non-Affiliated Group in connection with an event that the College has authorized and scheduled in writing for use of a College facility, provided that the Solicitation is for participation in or support of the event sponsor or for the benefit of a charity designated by the event sponsor.
- D. Activities of an authorized concessionaire of the College food service facilities, including operation of vending machines.
- E. Advertisements in publications or journals produced by a CCM Affiliated Group.
- F. Solicitation by providers of employee health, disability or life insurance benefits or retirement plans by means other than use of campus mail/e-mail.
- G. Solicitation of participation or support for political parties or candidates by means other than campus mail/email, subject to time and place limitations imposed by the College.
- H. Participation in Open Vendor Fairs periodically scheduled by the College provided the vendor (a) registers in advance with the College Human Resources Department and provides the Certificate of Insurance required by the College Policy Governing Use of Facilities by Non-Affiliated Groups, (b) does not engage in conduct that creates a risk of harm to person or property or conduct that creates an intimidating, hostile or offensive working and/or learning environment, and (c) does not engage in conduct that discriminates against, harasses or denigrates an employee, student or visitor to the campus because of an individual's race, color, religion, gender, sexual orientation, national origin, age, disabled status or status as a disabled veteran. Permission to participate in an Open Vendor Fair shall not be construed to be an endorsement by the College of the vendor's goods or services.

#### IV. Prohibited Solicitation

- A. Except as permitted under Section III, Commercial Solicitation and distribution on College premises or through campus mail/e-mail by Non-Affiliated Groups or Individuals is prohibited. Employees, students, and Non-Affiliate Groups or Individuals may not engage in Solicitation that (a) creates a risk of harm to person or property, (b) creates an intimidating, hostile or offensive working and/or learning environment, or (c) conduct that discriminates against, harasses or denigrates an employee, student or visitor to the campus because of an individual's race, color, religion, gender, sexual orientation, national origin, age, disabled status or status as a disabled veteran. Solicitation by employees and students is further subject to the time, place and manner restrictions in Sections V and VI below. Prior written authorization to use of the names, County College of Morris, CCM, or the CCM Foundation by a Non-Affiliated Group or Individual in connection with any Solicitation is required under Section VII below.

#### V. Solicitation by Employees

The right of College employees to engage in Solicitation carries with it a responsibility to do so at a time, in a place, and in a manner that does not disrupt the regular and orderly operation of the College, does not interfere with educational programs, and does not conflict with the employee's employment responsibilities. Employee application for approval to conduct charitable Solicitations shall be made in writing to the Human Resources Department, subject to the following restrictions:

- A. Employee Solicitation/distribution shall be limited to fund drives or participation to support charitable organizations.
1. The sale or distribution of food items must meet the food safety requirements of the New Jersey Department of Health (NJDOH). The distribution of food that is not provided by CCM must be approved in advance by the \_\_\_\_\_.
- B. The soliciting employee shall not derive individual financial benefit from the Solicitation.
- C. Fundraising through the direct sale of merchandise or services, or the solicitation of donations, with or without products or services rendered, is strictly prohibited in college offices, classrooms, laboratories, or during instructional activities or office hours.
- D. Employees shall not conduct Solicitation during the employee's work time, including lunch or break periods.
- E. Except for use of CCM Forum, the College communications systems including email, fax, phone and interoffice mail shall not be used for Solicitations, except by the CCM Foundation.

## VI. Solicitation by Students

The right of students to engage in Solicitation carries with it a responsibility to do so at a time, in a place, and in a manner that does not disrupt the regular and orderly operation of the College, does not interfere with educational programs. Applications from recognized student organizations for approval to conduct Solicitations shall be made in writing to the Senior Vice President of Academic Affairs, Workforce Development and Student Success, subject to the following restrictions:

- A. Student Solicitation/distribution shall be limited to fund drives or participation to support charitable organizations.
  - 1. The sale or distribution of food items must meet the food safety requirements of the New Jersey Department of Health (NJDOH). The distribution of food that is not provided by CCM must be approved in advance by the \_\_\_\_\_.
- B. The soliciting students shall not derive individual financial benefit from the Solicitation.
- C. Fundraising through the direct sale of merchandise or services, or the solicitation of donations, with or without products or services rendered, is strictly prohibited in college offices, classrooms, laboratories, or during instructional activities or office hours.
- D. Solicitation literature must be appropriately marked as authorized by Senior Vice President of Academic Affairs, Workforce Development and Student Success before being posted or distributed and must clearly and obviously include the sponsor's name and contact information, as well as the clear guidelines about who to contact if accommodations are needed to participate in the activity.
- E. The College communications systems including email, fax, phone and interoffice mail shall not be used for student Solicitations.
  - 1. Solicitors may not call out to others and may not approach and hand out flyers/advertisements to others (except as a planned part of an approved program), and must remain behind their table, if tabling in a common area.

## VII. Foundation Related Solicitation

Use of the names, County College of Morris, CCM, or CCM Foundation by a Non-Affiliated Group or Individual to conduct Solicitations requires the prior written authorization of the President of the CCM Foundation (President/Foundation). In the absence of such authorization, all Foundation Related Solicitation shall be conducted exclusively by the CCM Foundation. The President/Foundation in his/her discretion shall withhold or limit such authorization as necessary to assure that Foundation Related Solicitation does not adversely affect or conflict with the fundraising conducted by the CCM Foundation.

VIII. Abandoned Property

Anything left on college property is left at the risk of the organizing group. Items left unattended following an event will be considered abandoned. As such, they will be removed and discarded.

IX. Approval Required for Use of CCM Names and Logos

The use of the CCM names and/or logos in solicitation materials or electronic postings must be approved in writing by the Director of Communications and College Relations in order to assure validation of affiliation and uniformity of style. Such approval shall be limited to the requested solicitation and shall not constitute a blanket license for other solicitations or use.