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# Solicitation Policy and Procedures

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## I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) is committed to providing students and employees a learning and work environment that is free from solicitation and/or activities that cause disruption to College operations and student learning.

FCC acknowledges that a policy of this nature may not anticipate every possible issue that may arise with solicitation on College premises. As a result, the College reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of solicitation activities. These restrictions may be in addition to or in lieu of those set forth in this Policy and Procedures.

This Policy and Procedures applies to members of the College community and members of the public, including external entities who wish to engage in solicitation on College premises. This Policy and Procedures supports the [Advertising by External Parties Policy and Procedures](#) and the [Use of Facilities Policy and Procedures](#).

## II. Definitions for the Purpose of this Policy and Procedures

A. **“Solicitation”** is defined as:

1. the selling or promotion of products, goods, or services;
2. the distribution or posting of print or electronic materials;
3. the seeking of contributions or funds;
4. the promotion of a political party or candidate(s); and/or
5. the promotion of a cause.

B. **“College community”** includes trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.

C. **“Student organization”** means any entity that has complied with formal requirements of College recognition as defined in the Constitution of the Student Government Association.

D. **“College premises”** means buildings or grounds owned, leased, operated, controlled, supervised, or temporarily used by the College.

E. **“College Bulletin Board”** refers to a labeled physical structure on the College premises intended for the posting of approved print materials for the benefit of the College community. Some College Bulletin Boards are labeled for specific College programs. All bulletin boards on College premises are College Bulletin Boards and are managed by the Center for Student Engagement or the appropriate academic area.

## III. Procedures

Any form of solicitation on or off College premises by internal or external stakeholders must be approved using the following procedures:

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### A. College Community

#### 1. Fundraising

##### a. Student Clubs and Organizations

As per the Student Government Association Constitution, students who intend to engage in fundraising on or off College premises must request approval. Requests for approval are made through the Center for Student Engagement located in the Student Center (H-Building), Room 101 (301-624-2793). The Center for Student Engagement works with the Executive Director of the Office of Institutional Advancement to ensure compliance with 501(c)(3) non-profit regulations.

##### b. Academic/Service Learning Class Projects

Fundraising for academic/service learning class projects must be approved by the faculty member. If the fundraising is to occur on College premises, faculty should notify the Center for Student Engagement, who will assist with reserving College facilities. The faculty member should inform the Executive Director of the Office of Institutional Advancement to ensure compliance with 501(c)(3) non-profit regulations.

##### c. Athletics

Fundraising to support the athletics program is conducted through the Office of Institutional Advancement. Coaches must submit fundraising ideas to the Director of Athletics for consideration and approval. The Director of Athletics must notify the Executive Director of the Office of Institutional Advancement of all athletic team fundraising.

##### d. Affinity Groups or Other College Entities

The Executive Director of the Office of Institutional Advancement must be notified of fundraising by affinity groups or any other College entity to ensure compliance with 501(c)(3) non-profit regulations.

##### e. Raffles

Per Frederick County Ordinance 1-2-101 through 112, any raffle for which tickets are pre-sold requires a permit. The Executive Director of the Office of Institutional Advancement must be contacted regarding any raffles to be held on College premises to ensure that all corresponding rules are followed.

#### 2. Dissemination of Print and Electronic Materials

##### a. College Bulletin Boards

The College designates and labels "College Bulletin Boards" on College premises that provide space for the College community to post approved print materials such as posters and fliers to promote events, services, recruitment, or other information.

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All print materials must be approved by the Center for Student Engagement located in the Student Center (H Building), Room 101 (301-624-2793).

b. Hand Distribution of Print Materials

The hand distribution of print materials may be conducted with prior approval by the Center for Student Engagement. The Center for Student Engagement is located in the Student Center (H Building), Room 101 (301-624-2793).

Upon approval, the distribution activity may be conducted in areas of College premises that are not considered to be work, study, or instructional areas. Prohibited areas include, but are not limited to classrooms, designated student study spaces, laboratories, administrative and academic offices, the Bess and Frank Gladhill Learning Commons, and parking lots. The Student Center (H Building) first floor is the most appropriate area for distribution activity.

c. Electronic Community Bulletin Board

The College maintains an email listserv for employees to post community information and to sell personal items. It is an “opt-in” listserv. Employees can “opt-in” by submitting an IT Request for Services ticket.

d. Communication Central

Communication Central is an important source of information for FCC employees. The use of the Communication Central web page is available only for employees of the College to share information of interest to the faculty and staff of the College. It is subject to the [Technology Use Policy and Procedures](#) and the [Employee Code of Ethics](#).

Communication Central may not be used for any kind of “for profit,” political, or religious advertising or promotion.

Announcements of approved events for external organizations, including non-profit organizations, will be limited to the “Upcoming Events” section.

Employees are reminded not to post confidential information concerning students or other employees. This includes any medical information regarding an employee or their family members.

Employees interested in posting on Communication Central should make their request through the IT Request for Services desktop icon on their work computer, or by visiting the IT Intranet Site. Select “Request Catalog/Website/Communication Central” entry to submit requests.

e. Email Distribution

College email accounts serve as official electronic communication. Use of College email accounts is limited to educational purposes and legitimate business of the College. Users must abide by all College policies and procedures and federal, state, and local laws. Users must be aware of the legal risks of using

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email. If any user sends or forwards emails with libelous, defamatory, offensive, discriminatory, or obscene remarks, the user can be held responsible.

Email is intended for communication between individuals and clearly designated groups of individuals and should not be used for mass broadcasting or the wide distribution of large attachments. Only authorized users may send email to all faculty and staff. General announcements intended for the College community should be posted on Communication Central. Requests for use of the email system for marketing to prospective or current students must have prior approval from the Chief Information Officer and Director of Marketing.

The College may send official correspondence to members of the College community via email. Students, faculty, and staff are expected to check their College email account regularly. College employees must use their College email account, not their personal account, for College-related communications. If a student elects to forward his/her College email to another email account, the student remains responsible for any material not received because of any defect in the forwarding mechanism or the destination account. This Policy and Procedures is subject to the requirements of the [Technology Use Policy and Procedures](#).

3. Space in the Student Center
  - a. Representatives of the College community seeking to promote their organization or group need approval from the Center for Student Engagement. If approved, a table(s) will be set up in the H Building, first floor hallway that leads from the parking lot into the Cougar Grille. The Center for Student Engagement is located in the Student Center (H Building), Room 101 (301-624-2793).
  - b. Representatives of the College community seeking to use College facilities beyond what is provided in section 3.a. above must follow the [Use of Facilities Policy and Procedures](#).

### **B. Non-Profit Organizations**

1. Representatives of non-profit groups seeking to promote the services they provide need approval from the Center for Student Engagement. The Center for Student Engagement is located in the Student Center (H Building), Room 101 (301-624-2793).

If approved, a space will be designated by the Center for Student Engagement.
2. Non-profit groups seeking to use College facilities beyond what is provided in section B.1 above, to include fundraising, must follow the [Use of Facilities Policy and Procedures](#).

### **C. External College, University, Employer, and Military Representatives**

1. Any representative from a college, university, employer, or military organization, who intends to recruit students on campus, needs to contact the Counseling and Advising Office, Jefferson Hall, Suite 201 (301-846-2471) for approval. If approved, a table(s) will be set up in the Student Center, first floor hallway that

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leads from the parking lot into the Cougar Grille. This does not include College sponsored transfer events.

2. Job postings by employers should be sent to Career Services in the Counseling and Advising Office, Jefferson Hall, Suite 201, (301-846-2471) or to the email address at [CareerCenter@frederick.edu](mailto:CareerCenter@frederick.edu). Employers may recruit students for employment through Career Services in the Counseling and Advising Office.
3. This Policy and Procedures does not refer to external entities with whom the College has established instructional and programmatic relationships.

### D. Outside Vendors

Solicitation by outside vendors on College premises is limited and must not cause disruption to College operations or student learning. Outside vendors must have approval from the Center for Student Engagement.

#### 1. Bulletin Boards

All outside vendors requesting to post print materials on College Bulletin Boards must have approval from the Center for Student Engagement located in the Student Center (H Building), Room 101 (301-624-2793). The Center for Student Engagement will stamp the printed materials as approved. The Center for Student Engagement, not the outside vendor, will post approved posters and fliers on designated College Bulletin Boards.

#### 2. Hand Distribution of Print Materials

All outside vendors must have approval from the Center for Student Engagement to distribute print materials on College premises. The Center for Student Engagement is located in the Student Center (H Building), Room 101 (301-624-2793).

Upon approval, the distribution activity may be conducted in areas of College premises that are not considered to be work, study, or instructional areas. Prohibited areas include, but are not limited to classrooms, designated student study spaces, laboratories, administrative and academic offices, the Bess and Frank Gladhill Learning Commons, and parking lots. The Student Center (H Building) first floor is the most appropriate area for distribution activity.

3. Outside vendors seeking to advertise on College premises must follow the [Advertising by External Parties Policy and Procedures](#).

### E. Noncommercial Solicitation

FCC supports the free exchange of ideas, the First Amendment rights of College and external community members, and the right to assemble peacefully. The College encourages broad communication and values its community partnerships. These activities, however, should not disrupt the work environment or the learning environment.

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Reasonable time, place, and manner restrictions and/or requirements for such activities may be directed by the College in order to prevent interference with College operations and instruction. In general, the open/green space of College premises and the Student Center first floor are the most appropriate gathering areas for open communication. Prohibited areas include classrooms, designated student study spaces, laboratories, the Bess and Frank Gladhill Learning Commons, parking lots, and administrative and academic offices.

### 1. Hand Distribution of Print Materials

The distribution of print materials may be conducted with prior approval from the Center for Student Engagement. The Center for Student Engagement is located in the Student Center (H Building), Room 101 (301-624-2793).

Upon approval, the distribution activity may be conducted in areas of College premises that are not considered to be work, study, or instructional areas. Prohibited areas include classrooms, designated student study spaces, laboratories, the Bess and Frank Gladhill Learning Commons, parking lots, and administrative and academic offices. The Student Center (H Building) first floor is the most appropriate area for distribution activity.

### 2. Bulletin Boards

The College designates bulletin boards on College premises that provide space to post approved print materials, such as posters and fliers to promote events, services, recruitment, products, or other information. The College will not approve the posting of any posters or fliers that do not support the College mission. All posters must be approved by the Center for Student Engagement located in the Student Center (H Building), Room 101 (301-624-2793). The Center for Student Engagement, not the noncommercial group, will post approved posters and fliers on designated College Bulletin Boards.

### 3. Noncommercial groups seeking the use of College facilities must follow the [Use of Facilities Policy and Procedures](#).