

## HARTNELL COMMUNITY COLLEGE DISTRICT

### **BP 3910      Soliciting, Materials Distribution, and Fundraising on Campus**

**Reference:**      Education Code Section 76062 and 76065

#### Off-Campus Solicitations of Outside Organizations or Entities by College Students and Employees:

Because Hartnell College is a public tax supported institution, the residents of the District, particularly the business and philanthropic sectors, are not to be solicited by personnel employed by the District or by students and student clubs/organizations/affiliated groups representing the College for fundraising projects or advertisements on behalf of the College unless authorized by prior written approval by the CEO.

#### On-Campus Solicitations of College Students and Employees by Outside Organizations or Entities:

All solicitation of funds, business, or financial support (whether selling or showcasing products, distributing information or materials for products/items/services/causes, marketing of services/tickets/memberships/or related activities, or taking orders for such) from students, staff, or faculty by off-campus (outside) organizations, entities or person(s) will be prohibited. All such solicitations are prohibited unless they are part of a campus administration-sponsored event or activity. This is not to be interpreted as restricting the conduct of authorized College business, nor the approved solicitation of funds by campus organizations, nor solicitation within the membership of recognized employee organizations on campus.

#### On-Campus Solicitations and Fundraising by Students:

All solicitation of funds, business, or financial support (whether for sales of products or services or requests for other financial contributions) on campus by students is limited to students in recognized student clubs and organizations or student clubs in the formal application process of being recognized, by the Inter Club Council and/or the Associated Students of Hartnell College via the Student Senate. Any other type of student group will require recognition approval by the CEO. Prior written approval from the Student Life Coordinator or Vice President for Student Affairs is required for each separate fundraising activity or drive.

#### On-Campus Solicitations and Fundraising by Campus Employees:

Fundraising and/or solicitations, events, and projects (whether for sales of products or services or requests for contributions, financial, or other philanthropic support) on campus by campus employees and employee groups/organizations must have the prior written approval of the CEO. This requirement does not apply to communications solely between recognized employee organizations and their members.

#### Requirements Applicable to All On-Campus Solicitations and Fundraising Activities:

All approved on-campus solicitations and fundraising events, projects, and activities by student groups, employee groups, or approved outside organizations or entities that are part of a campus administration-sponsored event or activity, shall adhere to the following:

1. The use of any interior or exterior area, room, or assignable space on campus must be with prior approval via the campus room/space utilization request process. "Free speech" areas have been designated on each campus for use by those entities, individuals, and groups who have been approved to utilize campus rooms or space through the request process.
2. The sale or vending of any consumable food products, prepared on-site (on campus property) or prepackaged for sale or consumption on campus, must be approved by Hartnell College Food Services and provided/catered by Food Services or an authorized food vendor/caterer with current health department licenses/certifications and appropriate insurance.
3. All fundraising activities, events, raffles, drawings, and related contests on a cost-per-ticket basis, are allowed only as permissible under current law and Office of State Attorney General regulations. It is the responsibility of the student, employee, or off-campus entity seeking approval for a fundraising activity to be aware of all applicable laws and reporting requirements.
4. All on-campus solicitations and fundraising events and activities shall be geographically limited to those areas approved via the campus room/space utilization request process. No on-campus solicitation or fundraising event or activity may impede the orderly flow of students and campus employees and guests via sidewalks, catwalks, walking pathways, at or about entrances or exits to buildings and facilities, or campus interior roadways.
5. No solicitation, distribution of related materials, or fundraising activities of any type (whether the sales of goods or services, taking orders for such goods or services, or the distribution of materials designed to market goods, services, memberships, or causes), may take place in a classroom during class time or academic activity).
6. Other procedures and requirements as described in the procedures for this policy.

Adopted 6-5-12

Formerly BP 3155 and BP 2310