Solicitation Policy and Procedures	BOT Approved: 8/16/2017 Revised: 6/26/2018 Revised: 7/1/2019 Revised: 7/1/2020 Revised: 7/1/2021 Revised: 11/1/2024

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Solicitation Policy and Procedures

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 Expressive Activity Policy, Code of Conduct for Visitors, Guests and Volunteers, 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"** refers to:

1. the 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 and/or education of a political party or candidate(s); and/or
5. the promotion and/or education of a cause.

B. **"College community"** refers to 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"** refers to any entity that has complied with formal requirements of College recognition as defined in the Constitution of the Student Government Association.

D. **"College premises"** refers to 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 Student Leadership and Engagement Office or the appropriate department area.

F. "**25Live**" refers to the web-based College scheduling optimization and space database software. All faculty and staff have access to view space availability and make requests for space use through this software.

III. Procedures

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

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 Student Engagement and Leadership Office located in the Student Center (H-Building), Room 101 (301-624-2793). The Student Leadership and Engagement Office works with the Executive Director for the Office of Institutional Advancement (OIA) and the FCC Foundation 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, and faculty member should reserve College facilities as needed. The faculty member should inform the Executive Director for the OIA and the FCC Foundation to ensure compliance with 501(c)(3) non-profit regulations.

   c. Athletics

      Fundraising to support the athletics program is conducted through the Athletics Department. Coaches and other athletics staff must submit fundraising ideas to the Athletics Center Facilities and Equipment Supervisor for consideration. The ACFES must notify the Director of Athletics for approval. Once approved, the Director of Athletics will notify the Vice President for Student Experience. Fundraising activity can begin once approved by the VP.

   d. Affinity Groups or Other College Entities

      The Executive Director for the OIA and the FCC Foundation 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 sold requires a permit. The Executive Director for the OIA and the FCC Foundation 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.

   All print materials must be approved and stamped by the Student Leadership and Engagement Office 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 Student Leadership and Engagement. The Student Leadership and Engagement Office is located in the Student Center (H Building), Room 101 (301-624-2793). Code of Conduct for Visitors, Guests and Volunteers

   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 "Announcements" 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 ticket](#).

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 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.

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 their 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. Student Clubs and Organizations

Representatives of student clubs and organizations seeking to promote their organization or group need approval from the Student Leadership and Engagement Office. If approved, a table(s) will be set up in the H Building, first floor lobby.

b. Representatives of the College community seeking to promote their organization or group can request the HLobby space in 25Live. If approved, a table(s) will then need to be requested through the Asset Essentials ticketing system monitored by Plant Operations. Tables should be requested to be set up in the H Building, first floor lobby.

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    c. 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](#).

    d. All representatives of the College community seeking to use College facilities must follow the Code of Conduct for Visitors, Guests and Volunteers or Code of Student Conduct Policy, and any other applicable policies.

B. Non-Profit Organizations

1. Representatives of non-profit community partners seeking to promote the services they provide need approval from the Student Leadership and Engagement Office. This collaboration will continue to strengthen the relationships formed with said community partners. If approved, a table(s) will be set up in the H Building, first floor lobby.

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](#).

3. All representatives of non-profit groups seeking to use College facilities must follow the Code of Conduct for Visitors, Guests and Volunteers and any other applicable College policies.

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 Career and Academic Planning Services 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 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 Career and Academic Planning Services Office, Jefferson Hall, Suite 201, (301-846-2471) or to the email address at CareerCenter@frederick.edu. Employers may recruit students for employment through Career Services in the Career and Academic Planning Services 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 to bulletin boards and hand distribution of print materials, must not cause disruption to College operations or student learning, and must have approval from either the Center for Student Leadership and Engagement Office or a ratified contract through the submission and approval of a Use of Facilities form as specified below. Paid advertising on College premises is addressed through the [Advertising by External Parties Policy and Procedures](#).

Solicitation Policy and Procedures

1. Bulletin Boards

   All outside vendors requesting to post print materials on College Bulletin Boards must have approval from the Student Leadership and Engagement Office located in the Student Center (H Building), Room 101 (301-624-2793). The Student Leadership and Engagement Office will stamp the printed materials as approved. The Student Leadership and Engagement Office, not the outside vendor, will post approved posters and fliers on designated College Bulletin Boards. First priority of space on bulletin boards is given to FCC print materials.

2. Hand Distribution of Print Materials

   The Capital Planning and Project Management Office is responsible for processing and approving all public and community use facility requests. A request must be submitted to Facility@frederick.edu using the Public & Community Request for Use of Facilities Form available on the College website at least four weeks in advance for best consideration. Within three workdays of receipt of a complete request, the Capital Planning and Project Management Office will respond to the request. All outside vendors must have an approved Use of Facilities form to distribute print materials on College premises.

   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. Approved space(s) for requested activity will be referenced on the approved Use of Facilities form.

3. Outside vendors seeking to purchase paid advertising for placement on College premises must follow the Advertising by External Parties Policy and Procedures.

4. All outside vendors seeking to use College facilities must follow the Code of Conduct for Visitors, Guests and Volunteers and any other applicable College policies including but not limited to the Expressive Activity Policy and the Use of Facilities Policy.

E. **Noncommercial Solicitation**

   Please see the Expressive Activity Policy

   1. Noncommercial groups, including Political Organizations and/or Candidates, seeking the use of College facilities are subject to all applicable FCC Policies and Procedures, including the Expressive Activity Policy, the Use of Facilities Policy and Procedures, Code of Conduct for Visitors, Guests and Volunteers, Weapons Policy. All FCC Policies and Procedures are available on the FCC website.