



Title: #VII-2. Campus Guidelines on Solicitation

Date: December 1, 2004

The purpose of these guidelines is to outline WVU at Parkersburg's procedures on solicitation in college-owned facilities or at college-sponsored events, including the selling of products or services, fundraising, the posting or distribution of literature, and use of the campus mail system.

In accordance with [Policy 16](#) of the West Virginia University Board of Governors, solicitation and the selling of products or articles on WVU at Parkersburg property is prohibited; except by organizations and groups directly connected with WVUP and upon written approval of the campus president or designee.

SOLICITATION:

Solicitation is defined as, but not limited to, the distribution of material, individual or group discussions, or any other form of individual or group contact. Solicitation and selling of products and articles on University property, owned or leased, is prohibited except by organizations and groups directly affiliated with and recognized by WVUP and authorized by written approval of the campus president/designee.

FUNDRAISING:

Student organizations must obtain approval from the Dean of Students to hold a fundraising activity. Application forms are available in the Dean of Students' Office.

All campus organizations holding a fundraising event must clearly identify the name of the sponsoring organization associated with the event.

Additionally no individual, firm, group, department, or organization may use the name of West Virginia University at Parkersburg to secure, by any means, funds or services for any purpose without written permission of the institution's president/designee.

CAMPUS MAIL USE:

Use of the campus internal mail system is provided to faculty, staff, and students and is to be used for official university business, and is not to be used for personal gain, political, religious or special interest purposes.

For campus postal mail to be recognized as official it is required to meet criteria as determined by the Executive Director of Communications and Public Relations. Campus mail should originate within a WVUP budgeted unit or organization; be from a unit of the organization having an established mailbox; be from a unit listed as such in the campus directory; and be necessary for the transaction of business by the college. Any other mail should have appropriate postage applied to be sent out through the U.S. Postal Service.

BULLETIN BOARDS, BANNERS, POSTERS, AND STICKERS:

Placing banners, posters, and stickers on college property, including vehicles, without proper authorization is prohibited by state law ([WV Code 61-3-30 and 61-3-31](#)) concerning the defacement of property.

All items to be displayed on campus bulletin boards, excluding college-related materials, must be approved by and bear the stamp of the institution's Communications Office. Unstamped items will be removed. No signs, posters, flyers, displays, banners, etc., shall be affixed to walls, ceilings, painted or glass surfaces, doors or any part of the College buildings except bulletin boards, kiosks and cases specifically provided for this purpose.

External materials must be posted under the terms established by the college. The college reserves the right to prohibit posting materials in conflict with its mission.

Employees and students may be granted access to bulletin boards at various locations across campus for the posting of information relating to employment, student and employee concerns. Such requests should be directed to the Executive Director of Communications and Public Relations.

MEMBERSHIP SOLICITATION:

The college recognizes the right of its employees to participate in an employee organization of their choice, and the need to balance employee rights with the college's obligation to maintain continuous service and order.

Except to solicit participation in official college programs and activities, no employee or other person shall solicit employee organizational membership during scheduled work time in working areas of the college while work tasks are being performed. Employees who engage in the solicitation of membership to employee organizations will do so on non-work time.

Employee membership solicitation may be permitted during non-working time in working areas provided that such activity has been approved by the work area supervisor and does not interfere with the ongoing work of the college or unit.