



Advertising and Solicitation

Policy No: CS-ADVERTISING AND SOLICITATION	Policy Type: <i>Choose one area from dropdown</i> Administrative
Effective Date: June 28, 2024	Responsible Official Title: Vice President for Finance & Administration
Supersedes Policy Dated: N/A New Policy	Responsible Office: Campus Safety

PURPOSE AND POLICY STATEMENT

This policy is intended to establish guidelines for groups and individuals who wish to solicit or advertise on the Nazareth University campus. This policy supplements the Rules for the Maintenance of Public Order Policy which can be found on the Campus Safety website. Compliance with both is mandatory.

WHO SHOULD KNOW THIS POLICY

On-campus groups must apply for and be granted permission to solicit on-campus. Off-campus groups must apply for and be granted permission to solicit or advertise on-campus. Off-campus groups must be sponsored by an on-campus group.

DEFINITIONS

For the purposes of this policy ON-CAMPUS GROUPS are defined as: University-recognized committees and registered student clubs and organizations, academic departments, administrative departments, and intercollegiate athletic teams. Academic programs, University services, and operations run or sponsored by the University are considered “on-campus groups.”

For the purposes of this policy OFF-CAMPUS GROUPS are defined as: All other individuals, businesses, or groups, including members of the Nazareth University community acting as individuals or agents for such businesses or groups.

CONTACTS

Campus Safety in collaboration with Campus Operations officially interprets this policy. Campus Safety is responsible for obtaining approval for any revisions required by the policy and creating and maintaining policies and procedures through the appropriate governance structures. Please direct any policy questions to the Director of Campus Safety.

POLICY SPECIFICS AND PROCEDURES

Solicitation Guidelines

1. Only on-campus groups may reserve table space for solicitation. Reservations (pending approval) must be made in advance through Campus Operations.

2. Sponsorship of an off-campus individual or group by an on-campus group for the purpose of sales or fundraising must be approved by Campus Operations. The sponsoring on-campus group must always have a representative present at the solicitation site and ensure that all university policies and procedures are being maintained.
3. Solicitation, including but not limited to advertising, marketing or merchandising, of credit cards by credit card vendors is prohibited on campus. In addition, credit card vendors may not induce or provide gifts to students on campus in exchange for completing a credit card application.
4. Once issued, solicitation permission must be presented on request to University officials.
5. Solicitation is strictly prohibited in residence hall rooms and in the dining halls. In addition, fund-raising through the direct sale of merchandise or services, or the solicitation of donations, with or without products or services rendered, is strictly prohibited.
6. Any on-campus groups wishing to hold a raffle must complete the appropriate paperwork and be granted approval from Campus Operations and the Controllers Office. Raffles sponsored by off-campus groups are prohibited on the Nazareth University campus.
7. Solicitations must not disrupt University activities or obstruct or impede entry to or exit from buildings, pedestrian movement, or vehicle traffic flow. Flyers/advertisements may only be handed out from people sitting behind a registered solicitation table and only to people who approach the table to receive information. 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. Students collecting surveys as part of an assigned class project are permitted to hand out or conduct surveys in common areas on campus providing that no university policies are violated.
8. Students may not sell, solicit, advertise, or canvass on university owned or operated property or solicit parents, alumni, or members of the campus community without advance authorization from Campus Operations and/or Advancement. Students, and registered student organizations are responsible for abiding by all rules, regulations, and guidelines contained within the Student Code of Conduct, the Rules for the Maintenance of Public Order, and this Advertising and Solicitation Policy.
9. Solicitation and/or advertising may be conducted only in approved areas on campus. Door-to-door solicitation or advertising is strictly prohibited.
10. All materials for solicitation and/or advertising must clearly and obviously include the sponsor's name and contact information.
11. Advertising for events conducted by members of the campus community must comply with the Guidelines for Posting on campus as found on the Campus Operations website.
12. No individual or group may solicit or advertise programs, events, activities, or businesses that indicate that alcoholic beverages are free or sold at reduced prices or that otherwise appear to encourage unlimited or excessive drinking of alcohol or use of prohibited substances.
13. Advertising or soliciting the sale of term papers or similar services is prohibited.
14. Only items pertaining to university business, events, and activities may be sent through the campus mail system. On-campus groups that wish to send a mass mailing to students must submit a copy of the materials to be sent to Campus Operations for approval before the material can be printed and mailed.

15. Solicitation via email or any university network system is prohibited without prior authorization from Campus Operations, except for university business communications. This includes unsolicited advertisements, fundraising requests, and marketing materials. Authorized solicitations must comply with all university policies.

Noncompliance with this policy may result in disciplinary action up to and including termination. Nazareth supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question or participates in an investigation is prohibited.

RELATED DOCUMENTS

[Section 6437, Article 129-A](#) § 6437. Prohibition on the marketing of credit cards. Each college shall prohibit the advertising, marketing, or merchandising of credit cards on college campuses to students, except pursuant to an official college credit card marketing policy. An official college credit card marketing policy may include:

1. registration of on-campus credit card marketers;
2. limiting credit card marketers to specific dates and specific areas of the campus as designated by the college;
3. prohibiting credit card marketers from offering gifts to a student in exchange for completing a credit card application; and
4. informing students about good credit management practices through programs which may include workshops, seminars, discussion groups, and film presentations.

Nazareth has no documents related to solicitation or marketing.

REVISION HISTORY

This policy has been revised on the following dates:

Date of Revision	Type of Revision (Substantive/Minor/Name Change)
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