

Allegany College of Maryland
STUDENT & LEGAL AFFAIRS

EXECUTIVE SUMMARY
SOLICITATION POLICY

POLICY STATEMENT:

Allegany College of Maryland permits solicitation on property owned or managed by the College only as authorized by this policy and, where authorized, within the limits of reasonable time, place, and manner restrictions. Advance approval may be required. Official College groups such as student clubs/organizations, constituency groups, academic programs, and operational units/offices have greater flexibility to solicit on campus than external or unofficial groups. Unless required for an employee's job or for a student's class, no person may be compelled to participate in any solicitation activity.

KEY PRINCIPLES:





- 1) Applies to all persons on all college owned/managed property (including vehicles), to all students/employees engaged in any college-sponsored or college-affiliated activity at an off-campus location including but not limited to sporting events, field trips, clinical/practicum course requirements, and conferences.
- 2) Defines relevant terms including solicitation, commercial activity, constituency groups, fundraising and more.
- 3) Delineates what is authorized solicitation by type and what is unauthorized solicitation.
- 4) Protects solicitation that are necessary college functions and that are required by law (ie, military recruitment and union/collective bargaining activity)
- 5) Unauthorized solicitation is commercial advertising, competitive student recruiting, and any acts that violate the policy. If not explicitly authorized by the policy, the activity is not permitted.
- 6) Permits other solicitation activity that is a specific purpose or event with President's approval.
- 7) Details the rights and responsibilities of any person/group engaged in authorized solicitation.
- 8) Requires food vendors to have an approved written agreement with the designated College Administrator; the agreement must contain certain provisions related to the logistics, services, licensure, payments/fees, and health/safety.
- 9) May require certificates of insurance by third parties who hold approved events/activities on campus property if the event/activity carries obvious risk of injury, fire, property damage, and/or other danger to health/safety of participants or the College.
- 10) Some solicitation activities require advance approval, be assigned to occur in designated locations, and/or pay a facility rental fee as well as other fees/costs.

WHAT YOU NEED TO DO:

All persons and groups who are authorized to engage in solicitation must comply with this policy's provisions and related procedures – including time, place, and manner restrictions which closely mirror the First Amendment Speech and Expression Policy. Such persons and groups must display or make promptly available identification and disclose their purpose and their organizational association(if any). Fundraising must comply with all institutional deposit/accounting practices as well as any local, state, or federal requirements. Any person or group collecting donations as authorized must maintain a record of the funds collected, must secure the funds, and must provide verification that the funds were dispersed appropriately to the person/entity for whom the funds were collected.

INSTITUTIONAL OBLIGATIONS:

The College will ...

-  Approve solicitation activity and/or not interfere with such activity unless it violates the policy. (Authorized solicitation does not constitute endorsement of the activity by the College.)
-  Permit signage and other forms of messaging/communication using College platforms as detailed in the policy.
-  Make personnel, funding/grant/procurement decisions that are not based on the content of solicitation.
-  Allow all employees and students to participate if the event is supported by College funds if seating/space capacity permits.

QUESTIONS / CONTACT

The complete policy may be found at <https://www.allegany.edu/student-and-legal-affairs/index.html> . If you have any questions or concerns, contact Dr. Renee Conner in CC-12, by email at rconner@allegany.edu , or by phone at (301) 784-5206.