ON CAMPUS SOLICITATION POLICY

VENDORS

POLICY
STATEMENT

The intent of the campus solicitation policy is to ensure non-interference with the educational activities and business operations of the college. It is the general policy of the college not to serve as a forum/meeting place wherein vendors can solicit employees or students.

The college cannot authorize personal business being conducted on state property and during an employee’s hours of employment. It is also the policy of the college not to release any personal information to any salesperson or vendor without written permission of the employee concerned.

Consequently, on campus solicitation by representatives of private, for-profit and non-profit organizations, agencies and/or individuals are prohibited except as follows:

1. The Associate Vice President of Human Resources/Affirmative Action Officer, or her designee, may permit local, state and federal agency representatives to have access to the campus for any purpose for which said agency representatives are legally authorized to do so; provided, however, the Assistant Vice President of Human Resources/Affirmative Action Officer shall retain the authority to regulate the time, place and manner of such access to minimize any interference with the educational activities and business operations of the college.

2. The Associate Vice President of Human Resources/Affirmative Action Officer may, upon request, allow the solicitation provided that:

   a. The purpose of the organization, agency, or individual requesting to make solicitation shall be for the general interest or benefit of the college, students, faculty and/or staff.
b. The proposed solicitation shall not disrupt the continuity of business operations and/or educational activities of the college; and

3. Any representative of private, for-profit and non-profit organizations, agencies and/or individuals may not solicit anywhere on the college campus without possession of a signed, approved Solicitation Waiver Request Form. The Assistant Vice President of Human Resources/Affirmative Action Officer will maintain a record of “Solicitation Waiver Requests.”

PROCEDURES

1. Any individual(s) seeking access to the college community (i.e. students, staff, and/or faculty) for solicitation purposes must first register at the Information Center where they will be directed to the Payroll and Benefits Manager in the Department of Human Resources and Affirmative Action to complete a Solicitation Waiver Request Form.

2. The Solicitation Waiver Request Form will be forwarded to the Associate Vice President of Human Resources/Affirmative Action Officer for review and approval/disapproval and the solicitors notified immediately, or in writing within three working days. No solicitation will be allowed without an approved Solicitation Waiver Request Form.

3. College employees, approached by an individual representing him/herself or any agency, should ask to see his/her approved “Solicitation Waiver Request.” If he/she is unable to show this document, the individual should be directed to the Associate Vice President of Human Resources/Affirmative Action Officer.

VENDOR POLICY

CLUBS AND ORGANIZATIONS PROCEDURES

1. Clubs and organizations may sponsor an outside vendor who will come on campus to sell his/her wares with a portion of the sales going to the student organization. The vendor must be approved by the Vice President of Student Services and Enrollment Management or his/her designee.

2. Prior to approval, the vendor must submit a list of items to be sold, a copy of his/her vendor number or sales and use tax registration. A Letter of Agreement for Vendors Form must
be completed. The vendor, by signing the form, agrees to pay the club or organization a base fee or a percentage as negotiated. It is recommended that vendors be charged at least $30.00 per day or 10% of total sales (whichever is greater). Since this is a negotiated, the agreement should be mutually beneficial.

3. Upon arrival on campus, vendors will be required to report to the Student Activities Office. Vendors are required to return, prior to departure, to make payment.

4. A list of approved vendors can be located in the Student Activities Office. Vendors not on the list will need to go through the aforementioned approval process.

EMPLOYEES

POLICY STATEMENT

In order to maintain an orderly work environment, promote the safety and welfare of all employees, and to protect the mutual interest of both MWCC and its employees, the following guidelines have been established:

ELECTRONIC MAIL PROCEDURES

1. Employees may not use electronic mail for any purpose not directly connected to college-sponsored events. Approval should be obtained by the college President and his/her designee prior to sending the email.

2. Anyone found violating this policy, may be denied future access to computer resources and may be subject to reprimand, suspension, dismissal, or other disciplinary actions by the President or his/her designee consistent with college delegations of authority, codes of conduct, personnel policies, and union agreements. (Excerpts from Information Technology policy)
MOUNT WACHUSETT COMMUNITY COLLEGE
SOLICITATION WAIVER REQUEST

The intent of the campus solicitation policy is to ensure non-interference with the educational activities and business operations of the college.

Send To: Associate Vice President of Human Resources/Affirmative Action Officer, Room 109, Extension 160

From: Organization Name:_____________________________________________

Address: ____________________________________________________________

Profit Making ___Non-Profit__________ Telephone #:_____________________________

Purpose of Solicitation: ________________________________________________

Authorized
Signature:__________________________________________Date:___________________

Please Print Name:______________________________________Title:________________

DO NOT WRITE BELOW THIS LINE

Your Solicitation Waiver Request has been

Approved __________

Denied __________

Special Comments:________________________________________________________________

Date:_________________ Signed:_____________________________________________

Associate Vice President of Human Resources/Affirmative Action Officer