

Solicitation

Unapproved on-campus soliciting by any person for any reason is strictly prohibited. Door-to-door solicitation in the residence halls, classrooms, and administrative offices is expressly prohibited. Solicitation by students, staff and faculty for College related functions or matters are permitted.

The College does not permit any person, organization or agency to solicit, conduct business, sales, promotional, recruitment activities or raise funds on College property except where specific written permission has been obtained from one of the following departments: Office of Student Life, Office of Special Events, College Relations, Business Manager's Office, or Human Resources.

The general public and campus visitors are not allowed to solicit or distribute literature for any purpose at Manhattan College. College employees are not allowed to solicit or distribute literature for any purpose in the College's buildings or on College property during employee's actual working time or the actual working time of any employee being solicited or approached. Organizations, clubs, companies, outside organizations etc., must obtain prior written authorization from the appropriate aforementioned departments listed above in order to meet or visit on campus. Exceptions to this policy are made for the campus Blood Drive, Campus Ministry, Career Development or student events.

Solicitation, distribution or trespassing by non-employees on College premises is strictly prohibited except as permitted to a member of the general public for various College events or programs.

These rules are necessary to minimize intrusions of your privacy as an employee as well as to prevent disruption of normal work activity. If an employee engages in prohibited activity, including solicitation that disrupts your own work or that of your colleagues, you may be subject to disciplinary action.

November, 2010