NOTE: THIS POLICY, LIKE ALL OTHER COASTAL CAROLINA UNIVERSITY POLICIES, IS NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED UPON AS SUCH. THIS POLICY MAY BE CHANGED AT ANY TIME BY COASTAL CAROLINA UNIVERSITY.

SUMMARY:

To avoid disruption of business operations or disturbance of faculty, staff, visitors and students, the University has implemented this solicitation policy. This policy governs faculty, staff, students and non-employees of the university.

POLICY:

I. TERMS

For purposes of this policy, “solicitation” or “soliciting” shall include: canvassing, asking or seeking to obtain membership in or support for any organization, requesting contributions, posting or distributing handbills, pamphlets, petitions or posters of any kind on university property, including parking lots. “Commercial solicitation” means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, product samples or engaging in any other conduct relating to any outside business interests or for profit or perusal for economic benefit on University property or using University resources (including, without limitation, bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases).

II. DISTRIBUTION OF NON UNIVERSITY-SPONSORED LITERATURE

Distribution of non-University sponsored literature by faculty, staff, students or visitors on University property in working or non-working areas is prohibited. Magazines or newspapers may be permissible with the approval of the Office of University Communication.
III. SOLICITATION BY UNIVERSITY EMPLOYEES FOR NON UNIVERSITY-SPONSORED ACTIVITIES

Solicitation by University employees for a non-University sponsored activity on University property during work hours is prohibited regardless of whether or not the solicitation occurs in the work area. During work hours, employees are expected to be engaged in the official duties of their positions.

IV. BOOK BUY BACK VENDORS

Book vendors who seek to purchase books from faculty or students who are not working through the University Bookstore are strictly prohibited from soliciting on campus. If this type of vendor is found on campus, Public Safety should be notified immediately.

V. DOOR TO DOOR

Door to door solicitation of any kind to offices, classrooms and/or residence halls is prohibited.

VI. FUND DRIVES

The University may allow for fund-raising activities by charitable organizations that are certified by the Secretary of State, provided that any such fund raising activities have been approved in advance by the University President and conducted under University supervision and/or approved procedures. Student organizations may sponsor fund drives as outlined in the Student Organization Handbook. [https://www.coastal.edu/osal/index.html](https://www.coastal.edu/osal/index.html)

VII. SIGNS AND BANNERS ON CAMPUS PROPERTY

Students, student organizations, faculty/staff and departments commonly post signs in designated locations as a means of informing the University community of events which they are sponsoring. The University allows this practice when regulations designated to reasonably govern the time, place and manner for the protection of the students and the appearance of campus are followed:

1. All posters must be authorized by the Office of Student Activities and Leadership (OSAL) and must bear the authorization stamp with removal date.
2. All posters relating to employment opportunities for students must first be approved and registered through Coastal Carolina University Office of Career Services prior to final approval for posting.
3. Postings shall be permitted only on bulletin boards and shall not be attached to interior or exterior walls, doors, windows, ceilings or floors of buildings. Posters not affixed to bulletin boards will be removed.
4. Posting on vehicles is absolutely prohibited. Any organization or person found to be posting information on vehicles will lose posting privileges and may face other sanctions.
5. Freestanding signs, chalking of sidewalks and outdoor suspended banners must be approved by the Office of Student Activities and Leadership.
VIII. POSTING GUIDELINES FOR NON-UNIVERSITY ENTITIES

Businesses and other off-campus entities may advertise on the Coastal Carolina University Campus via the following processes:

1. 8½” by 11” flyers may be posted in designated areas as approved by the Office of Student Activities and Leadership (OSAL), located at 215 Lib Jackson Student Center at 843-349-2301.

2. Flyers must be approved, stamped and posted by OSAL. A maximum of 25 copies can be posted; all copies must be provided to be stamped.

3. Flyers can only remain for 2 weeks. OSAL student staff will remove flyers at the end of the 2-week period.

4. Flyers with references to alcohol or drugs will not be approved.

5. Flyers advertising events which conflict with major University programming will not be approved.

6. Flyers for off campus housing may not be posted. All information about listing off campus housing must go through Off Campus Student Services, located at 201 Lib Jackson Student Center at 843-349-4161.

IX. T-SHIRTS AND OTHER PROMOTIONAL ITEMS

The Office of University Communication must approve designs for any item in which any Coastal Carolina University trademarked image is used. See Coastal Carolina University licensing [http://www.coastal.edu/universitycommunication/marketing/licensing.html](http://www.coastal.edu/universitycommunication/marketing/licensing.html).

X. EXCEPTION

1. Paid advertising opportunities are available on campus through student media and athletic promotions.

2. Discounts offered by businesses for students, faculty and staff can be communicated to the Office of Human Resources and Equal Opportunity and will be posted, once approved.

3. Some business may be contracted through the Office of Student Activities and Leadership to make items available for sale to students.

The Office of University Communication will not approve commercial solicitations by vendors that offer body building/nutritional supplements or credit services, relate to the promotion or consumption of alcoholic beverages or tobacco, or products or services that are contrary to the policies or mission of the University.

The solicitation policy does not prohibit normal business contacts by authorized vendor representatives engaging in business with the University in compliance with other University policies, provided such contacts are made with the consent of University officials.

Vendors approved for vending privileges to the University community may, in the discretion of the Office of Procurement and Business Services, be permitted to sell their products at restricted locations on campus for a limited number of days per year, provided that they register with the Office of Auxiliary Services, arrange space through the Office of Conference Services and
Facilities Utilization, sign a Contract for Use of Campus Facilities, provide required Certificate of Insurance and pay the assigned fees.

Exceptions to the Non-solicitation Policy must be approved by the Office of University Communication.