



SUBJECT: Physical Plant

Policy: 602.2 Internal Solicitation

Effective:

Revised: February 2014

Reviewed: September 2015

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### **Introduction and Purpose**

This policy places certain restrictions on solicitation of employees (including student employees) and distribution of literature on the campus of Great Falls College MSU to ensure that college employees have the opportunity to perform their duties free from intrusions.

This policy does not apply to official, College-supported solicitations that are intended to address the College's broader mission to serve the community, such as the MSU Alumni Foundation, United Way, or Red Cross blood drives. This policy governs all facilities and property on the College's campuses or under the operating authority of the College.

### **Policy**

#### **Commercial Activities/Fundraising**

The sale of goods or services and solicitation of funds from any source not affiliated with the campus is prohibited in the building, on campus grounds, and at all campus-sponsored activities. Exceptions to this policy must be granted in writing by the CEO/Dean or designee.

#### **Solicitation**

Employees must not solicit, distribute or post any unauthorized written, printed, or electronic material to any employee during working hours. Non-employees are not allowed to solicit or distribute any written or printed materials for any purpose on College premises at any time without the permission of the Dean or designee.

#### **Sales Activities**

The campus will only host sales activities directly related to student groups (e.g. bake sales for the benefit of a College-sanctioned student group).