

## **Solicitation**

### **Responsible Administrator: Vice President for Administrative Services**

Southwest Wisconsin Technical College prohibits on or in any premises owned, leased, rented or occupied by the College, the solicitation and/or sale of any product or service, unless such solicitation or sale is authorized in writing by the Vice President for Administrative Services or his/her designee. The solicitation of donations/contributions or call to action by non-profit organizations and community groups is also prohibited without prior written approval of the Vice President for Administrative Services or his/her designee. This policy is not intended to limit or prohibit the business activities of any vendor duly contracted by the College to do business on premises when such business resulted from a solicitation proposal circulated by the College.

Any organization desiring to sell products or services or any group requesting to solicit donations or contributions or a call to action on the College premises must submit a written request to the Vice President for Administrative Services or his/her designee. This request should state the nature of the products/services to be sold or donations/call to action solicited, and identify the duration of the sale/solicitation. If applicable, applicants will also be required to provide a sales tax number and/or other documents authorizing them to conduct business in the State of Wisconsin and the County of Grant. Groups soliciting donations or contributions should provide their State of Wisconsin tax-exempt identification number.

The decision of the Vice President for Administrative Services or his/her designee regarding any solicitation or sale activity by any business or group shall be communicated in writing and is considered final. If the activity is approved, any use of College property or technology would need to be contracted as outlined in the College's Facility Usage Policy.

Nothing in this policy is intended to prevent the solicitation of donations or contributions, and sale of tickets, food, or products by administration, students, faculty, and staff when the proceeds support fund-raising activities of College endorsed not-for-profit groups and organizations. Such solicitation and sales will be allowable provided they do not interfere with the normal activities of the College and have been coordinated with the Student Activities Coordinator. Also exempt are: 1) military recruitment activities, 2) employment recruitment activities and solicitation activities by College approved institutions of higher education for which the College holds an articulation agreement provided these activities are coordinated through the College and 3) the classified section of the College's intranet site.

Employee Political Activity – No employee shall engage in political activity upon any premises owned, leased, rented or occupied by the College. The following activities on college property and time, and any other similar activities, are specifically prohibited: posting of political circulars or petitions, the distributions of political circulars or petitions, the collection of and/or solicitation for campaign funds, and solicitation for campaign workers.

Approval Date: 11/30/11

Revision Date: