



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 Vice President of Human Resources and Payroll/Affirmative Action Officer, or 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 Vice President of Human Resources and Payroll/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 Vice President of Human Resources and Payroll/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 Vice President of Human Resources and Payroll/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 Division of Human Resources and Payroll to complete a **Solicitation Waiver Request Form**.
2. The **Solicitation Waiver Request Form** will be forwarded to the Vice President of Human Resources and Payroll/Affirmative Action Officer for review and approval/disapproval. The solicitors will be notified immediately if possible 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 the individual is unable to produce an approved *Solicitation Waiver Request* document they should be directed to the Vice President of Human Resources and Payroll/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 Officer or 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). Because this element of the agreement is negotiated, the terms should be mutually beneficial.

3. Upon arrival on campus, vendors will be required to report to the Student Activities Office or to the Director of Student Life. Vendors are required to return to the same office they reported to 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.



**Mount Wachusett
Community College**

444 Green Street, Gardner, MA 01440-1000

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: Vice President of Human Resources and Payroll/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: _____

Vice President of Human Resources and Payroll/AAO