

**POLICY  
STATEMENT**

**DATE ADOPTED** October 16, 1991

**DATE(S) REVIEWED** December 2010

**DATE(S) AMENDED** January 2011

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It is the policy of the Board of Trustees that there shall be no commercial solicitation on college property. The approved exceptions to this policy, for the purpose of conducting college business, are as follows:

1. Marketing representatives may meet with college faculty and staff to explain products, services and advertisements which may be purchased for college business purposes.
2. Marketing representatives of those firms with approved contracts to provide goods, services and advertisements for college business or as part of the faculty and staff benefit program may be allowed reasonable access to faculty and staff.
3. Charitable solicitations are to be approved by the Vice President for Marketing and Institutional Advancement.
4. Items to be distributed or offered for sale, which contain College trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by the Vice President for Marketing and Institutional Advancement.

For purpose of this policy, the following definitions are provided:

- A. College Property shall include any building or property owned or controlled by the institution as well as off-campus locations used specifically by Southwestern Illinois College. College Property also includes any on-campus parking lots, roadway,, sidewalks, and food or other retail vendor locations on campus. The Belleville, Sam Wolf Granite City and Red Bud campuses, PSOP and Fire Science Center are considered campus property.
- B. Solicitation (or “Soliciting”) shall include, canvassing, or seeking to obtain membership in or support for any for-profit organization/activity, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind (“Materials”) on College property or using College resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases).

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- C. "Commercial Solicitation" means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on College property or using College resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means, are covered by this Policy.

**Enforcement:**

- A. The Department of Public Safety is responsible the enforcement this policy. Violations of this policy may be enforced through the use of no trespass orders, and/or criminal prosecution.
- B. Southwestern Illinois College reserves the right to refuse permission to any individual or group for distribution, sale or solicitation at any time that (a) normal College activities would be impeded or disrupted, (b) the procedures of this policy are not followed or (c) special or emergency circumstances exist on the campus which would make distribution inappropriate.