



College Practices

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

PROCEDURE TITLE: Solicitation

The intent of this procedure is to use it as a reactive tool to monitor solicitation as opposed to a proactive tool. That is, there is no intent to recommend that the College begin to police solicitation as this would be time-consuming and costly but, rather, use the procedure to control solicitation that is obviously not to the advantage of the College, students and/or employees. Note also that the Student Administrative Council has a Bulletin Board Policy (copy attached) that governs the use of the bulletin boards on the Welland Campus.

D. Procedures on Solicitation

1. Solicitation by charities and other non-profit, e.g. religious, political and other similar organizations from students and staff.

The College recognizes the United Way as the major umbrella organization for charitable agencies in the Niagara Peninsula. Niagara College has been actively involved in the Niagara United Way Campaign for many years offering corporate support to assist the United Way fundraising campaign. Also, our students have been involved in supporting the Cystic Fibrosis, "Shinerama" campaign.

The College does not exclude other charitable organizations in the Niagara Peninsula from having volunteer involvement using College space and grounds where the involvement of the College community has value to students and/or staff.

Where it is felt desirable for the College to become involved with any recognized charitable organization in addition to the United Way and Cystic Fibrosis, a request for consideration will be made in writing to the Vice-President, Enterprise and Service Development outlining full details of the proposed activity including use of space, staff, canvassing and other related details.

Solicitation by elegies, political and other, similar organizations will be permitted on College

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Administrative Council outlining full details of the proposed activity including use of space, canvassing and other related details. Club, Program and student activities should be referred to Ancillary Services so conflicts do not occur with other scheduled activities.

Proposed fundraising activities that have the potential to duplicate goods or services already available on the campus will be cleared through the appropriate College Director. For example, a proposed bake sale will be referred to the Director, Ancillary Services who will schedule the bake sale so as not to conflict with the food service provider's peak operational times.

Fundraising activities that are aimed at external bodies and individuals are coordinated by the Chief Executive Officer of the Niagara College Foundation.

3. (a) **Advertising (through brochures, flyers, signs) on College premises; e.g., credit cards, magazines.**
 - (b) **Sale of goods and services; short-term or one-time, e.g. sale of "College" rings.**

A request for consideration to advertise/sell will be made to the Director, Ancillary Services outlining full details of the proposed activity including requirements for space, time of the activity, benefits to students and/or staff and other related details.

Businesses and other organizations that advertise on College premises without permission, for example leaving flyers on vehicles, and who have received a prior warning, will be required to pay for the cost of cleaning up the debris caused by the flyers or other advertising material.

4. **Sale of goods and services by outside organizations, long-term, non fundraising; e.g., banking, food services.**

These issues are handled through the Director, Ancillary Services. The standard procedure is to issue a competitive request for proposals.