

The College of The Bahamas



Established 1974

TITLE OF THE POLICY:	Policy on Solicitation
DATE OF ADOPTION:	14 th December 2011
COUNCIL RESOLUTION NUMBER:	2011-08-POL
DATE OF IMPLEMENTATION:	14 th December 2011
PROJECTED DATE OF REVISION:	December 2013
PURPOSE OF THE POLICY	While The College promotes the engagement of on and off-campus entities to share viewpoints with The College community on a range of subjects, The College must also ensure that such activities do not adversely impact campus safety or College operations. This policy is intended to establish standards towards the achievement of these ends.
ACCOUNTABILITY	Associate Vice President (AVP), External Affairs; Vice President for Student Affairs; Vice President of Operations; Vice President, Finance/Chief Financial Officer
ASSOCIATED PROCEDURES	None

1. Authority

- 1.1. The College of The Bahamas Act assigns the power to the Council to “to provide for the welfare of the students of the College; to control and superintend the property and policies of the College and to fix fees and charges for courses of study, facilities and other services provided by the College and to reduce, waive or refund fees and charges so fixed, generally or in any particular case or class of case”.¹

2. Scope

- 2.1. For the purpose of this policy, *solicitation* is defined as *the act of seeking to obtain by persuasion, entreaty or formal application; the act of petitioning persistently.*
- 2.2. Solicitation may be characterised as commercial or non-commercial. Non-commercial solicitation may be charitable, religious or political, although not necessarily limited only to these three groups.

1 (Article 8. of The College of The Bahamas Act, 1995)

3. Solicitation by On and Off-Campus Individuals or Organisations: Commercial and Non-Commercial

3.1 Unless given expressed authorisation from the Vice President for Student Affairs in the case of solicitations targeting students, or the Vice President of Operations, in the case of solicitations targeting College employees, individuals or organisations are prohibited from:

- a. Distributing literature
- b. Advertising
- c. Soliciting customers
- d. Recruiting volunteers, employees or members
- e. Seeking donations
- f. Selling goods

3.2 Individuals or organisations who are invited to campus by authorised College administrators as part of an approved College initiative are exempt from the provision in 3.1.

4. Commercial Sales to Individuals

4.1 On-campus solicitation of sales or purchases by an on or off-campus individual or organisation is prohibited unless authorised by the Vice President for Student Affairs or the Vice President of Operations, following consultation with the Vice President, Finance/Chief Financial Officer.

4.2 Authorisation may be denied or may be subject to limitations prescribed by the Vice President for Student Affairs or the Vice President of Operations, following consultation with the Vice President, Finance/Chief Financial Officer.

4.3 On-campus sale of products or services by an outside vendor is prohibited unless that vendor is granted an approved contract for such sale by the Vice President for Student Affairs, or the Vice President of Operations following consultation with the Vice President, Finance/Chief Financial Officer.

4.4 Approval of on-campus sales will be granted only if there is a benefit to a recognised College initiative or student or staff group.

5. Non-Commercial Solicitation

5.1 Non-members of The College community acting on behalf of recognised off-campus charitable, political, religious or other advocacy groups may be permitted to solicit, demonstrate, or distribute literature on College campuses but shall be subject to the following guidelines:

- a. Such individuals or organisations must apply in writing to the Vice President for Student Affairs or the Vice President of Operations, detailing the nature and scope of the requested visit. This submission must be made no less than 10 business days prior to the requested date.
- b. The Vice President receiving the request shall take into account any special circumstances that may relate to College activities and any potential burden or challenges that such permission might place on campus safety or College operations.
- c. Such individuals or organisations shall not be permitted in student residences, classrooms, offices or other non-public areas without explicit, pre-arranged permission from authorized personnel.
- d. No sidewalks or building accesses may be blocked, nor may normal College operations be impeded.

- e. As may be considered necessary and appropriate, the Vice President receiving the request shall reserve the right to limit the number of representatives who at any one time will be permitted to distribute literature and participate in such solicitation generally.
- f. As may be considered necessary and appropriate, the Vice President receiving the request shall reserve the right to restrict use of signs, placards, banners and similar such implements.
- g. Unless incorporated with an approved activity sponsored by a College unit, no microphones, bullhorns or other amplification devices may be used.
- h. The College reserves the right to intervene and/or revoke any permissions at any time, should the conduct of persons be deemed unsafe or inappropriate.