

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Facilities

BCOM Policy: B4001

TOPIC: Sales and Solicitations

Approval Date: 11/21/23

Effective Date: 11/21/23

Approved: Signature on File

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POLICY:

The work environment of Burrell College, and the use of resources provided to College employees and students, should be limited to the College's business and interests. While de minimis use of resources for personal matters is allowable, employees and students should not engage in Sales or Solicitations activity on College property or through the use of College resources such as College electronic mail (email) accounts or College copier equipment, except as otherwise provided below. For the purpose of this policy, "Sales and Solicitations activity" involves any activity in which there is a financial gain to any party, whether through sales of goods and services or through the solicitation of contributions or funds, goods or services.

DEFINITIONS:

Sales: An activity which is intended to financially benefit an individual or entity through the exchange of goods or services for payment

Solicitations: The act of encouraging (1) the purchase of a product or service, (2) the charitable donation of goods or funds, or (3) other actions which are not related to the business or interest of the College

Building Use Request Form: A form used to plan for special academic and non-academic events on campus involving potential sales and solicitation activity requiring approval by designated College authorities.

Student Organization Event Request Form: A form used by student organizations to plan for special academic and non-academic events on campus involving potential sales and solicitation activity requiring approval by the Office of Student Affairs.

SGA: The official Student Government Association managed through the Associated Students of Burrell College of Osteopathic Medicine, and any of its formally sanctioned activities

RESPONSIBLE OFFICIAL(S):

President, Dean, Assistant Vice President of Administration, Office of Human Resources, Office of Student Affairs

PROCEDURE:

1. Approved Sales and Solicitations activities must be formally approved through the Building Use Form, Student Organization Event Request Form or separately by the President or Dean and be documented as being in the interest of the College and its employees and students as a whole. All other Sales and Solicitation activities are not approved, except as under point (2) below.
 - a. Approved Sales and Solicitations activities by College employees and students include all College-sponsored and SGA-sponsored activities such as fund raising for the institution, for SGA organizations, and for approved external charitable organizations.
2. Solicitation or distribution of literature by non-employees or non-students on College property is strictly

prohibited unless the actions are a part of an approved business relationship between the individual or entity and the College. The College will provide approved means for employees and students to share all other Sales and Solicitations opportunity information. Separate means will be provided for employees and for students. All employee notices must be approved in advance by the President's Office; all student notices must be approved in advance by the Office of Student Affairs. In no case may employees or students use College email or share printed material outside of designated locations. Any notice that is posted, either physically or virtually, which does not meet the appropriate posting requirement will be removed. Approved means include:

- a. Designated physical College bulletin boards
 - b. Designated virtual College publications and/or sites
3. Commercial sponsorship of College or SGA-organized events is permitted when approved through a Building Use Request form, Student Organization Event Request form or directly by the President or Dean. Non-employees and non-students must obtain access to approved means of sharing approved Sales and Solicitations information from College employees, who will be responsible for ensuring that this policy has been followed.
 4. Food service vendors may operate on campus if approved in advance by the Office of Facilities and other offices as required, who will ensure full compliance with existing contracts and state regulations.

CROSS REFERENCE: Event Approval Process SOP