

**SOLICITATION AND DISTRIBUTION BY NON-COLLEGE GROUPS AND INDIVIDUALS**

---

**POLICY**

**Definition: Solicitation is any verbal or written efforts to raise funds through the sale of merchandise/services through charitable donations as well as to influence, recruit, or gain support for an issue or cause.**

In keeping with the mission of Ridgewater College and to maintain a campus climate conducive to learning, the college shall make its decision to allow vendors on campus based on one or more of the following criteria:

1. The presentation or display is supported by student activities.
2. The special event is sponsored by the college.
3. The presentation does not promote illegal, fraudulent, deceptive or misleading products or activities, or products which may endanger students' health, safety, and physical well-being. (Note: Marketing of credit cards is not allowed.)
4. The vendors are sponsored by a campus club or organization.
5. The vendor's presentation has a direct benefit to the student body, such as colleges and universities for transfer, potential career employers, social agencies, etc.
6. Others whose services may be deemed beneficial to the student body and are authorized by Administration.
7. The vendor's request does not violate the state's position regarding solicitation of its employees. See [https://mn.gov/mmb/assets/1393-Solicitationspdf\\_tcm1059-321976.pdf](https://mn.gov/mmb/assets/1393-Solicitationspdf_tcm1059-321976.pdf).

-----  
*History:*

*03.26.09 Adopted*

*12.2.16 Proposed; 02.13.17 Revised*

**SOLICITATION AND DISTRIBUTION BY NON-COLLEGE GROUPS AND INDIVIDUALS**

---

**PROCEDURES**

The college does not typically allow vendors or other non-college groups or individuals to set up outside of regularly scheduled events. Personnel from other colleges and universities and the military must make prior arrangements by contacting our Transfer Specialist on the campus you wish to visit. Please call Student Services at 320.222.5984 to make arrangements. It is recommended that these sorts of recruitment activities occur during annual career fairs, which are held at the college.

If approved for tabling, we will arrange for one 6-8 foot table and two chairs to be available and we require that recruiters stay at the table. Walking around soliciting students on campus or participating in student activities is not allowed. In order to provide equal access, each branch of the military, college or university will be allowed to table up to twice per semester.

Vendors and others who wish to access space for commercial reasons must contact the college room scheduler to make arrangements for the reservation and rental of college facilities.

Non-college groups, individuals, or vendors wishing to provide information or giveaways to students may provide them to the college for distribution through an information table during the first week of each semester. Placement of products or information on vehicles in college parking lots is not allowed.

For information regarding the posting of signs or flyers on college bulletin boards by non-college groups or individuals, see the [College's Bulletin Board Procedures](#).

-----  
*History:*

*03.26.09 Adopted*

*12.2.16 Proposed; 02.13.17 Revised*

*06.27.18 Proposed; 09.14.18 Revised*