1. **Policy Statement**

Commercial and universitywide charitable solicitations are prohibited at locations where University business is conducted except for university-sponsored programs such as the Rutgers University Foundation, the University Condolence Fund, and the Employees’ Combined Charities Campaign.

2. **Reason for Policy**

To address solicitations at locations where University business is conducted.

3. **Who Should Read This Policy**

All members of the Rutgers University community.

4. **Resources**

[University Policy 20.1.15: Charitable Contributions and Expending University Funds Related to Charitable Causes](#)

5. **Definitions**

N/A

6. **The Policy**

I. **General Rules**

A. Any distribution of non-university products or samples by a commercial entity must be authorized by the University. When such authorization is not already in place, prior

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website ([policies.rutgers.edu](https://policies.rutgers.edu)) for the official, most recent version.

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written consent must be obtained from the appropriate campus-based individual, or a
designee, listed below.

New Brunswick: Senior Vice President for Human Resources and Organizational
Effectiveness and/or his/her designee.

Newark: Chancellor and/or his/her designee.

Camden: Chancellor and/or his/her designee.

Rutgers Biomedical and Health Sciences: Chancellor and/or his/her designee.

B. The posting of signs or advertisements regarding solicitations in any University
building or structure is prohibited except in specifically designated areas.

C. Inquiries regarding this policy should be directed to the appropriate campus-based
individual, or a designee, listed in I.(A.) above.

II. Solicitations for Commercial Purposes

Except as expressly authorized, the University does not permit solicitations for commercial
purposes by telephone, mail, email, in person, or through any other means at locations
where University business is conducted. This prohibition applies to employees and to
non-university organizations, commercial enterprises, and individuals. Employees are
encouraged to report such solicitations to the appropriate campus-based individual, or a
designee, listed in I.(A.) above.

III. Solicitations for Charitable Purposes

A. Universitywide solicitations for charitable purposes are prohibited, with the exception
of university-sponsored programs such as the Rutgers University Foundation, the
University Condolence Fund, and the Employees’ Combined Charities Campaign.

B. Except as expressly authorized, the University does not permit solicitations for
charitable purposes by telephone, mail, email, in person, or through some other
means at University facilities where University business is conducted. However,
directors, department heads, and department chairs may permit workplace
solicitations (for charitable purposes) by an employee within that employee’s work unit
so long as the activity does not interfere with or compromise the operations of the
work unit.

C. For more information on charitable solicitations, see University Policy 20.1.15:
Charitable Contributions and Expending University Funds Related to Charitable
Causes.