



RUTGERS POLICY

Section: 60.1.9

Section Title: Universitywide HR Policies & Procedures

Policy Name: Commercial and Charitable Solicitations

Formerly Book: 6.4.11C, Solicitations

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: Policy 6.4.11, April 1962

Revisions: November 1982; Policy 6.4.11C March 31, 2005; November 28, 2005; 7/24/2008, 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

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. **Related Documents**

Section 20.1.15, Charitable Contributions and Expending University Funds Related to Charitable Causes

5. **Contacts**

New Brunswick - Piscataway: University Human Resources 848-932-3020

Newark: Office of the Chancellor - Newark
Chancellor-newark@newark.rutgers.edu or 973-353-5541

Rutgers Biomedical Health Sciences - Newark - Office of the Chancellor at 973-972-4400

Camden - Stratford: Office of the Chancellor-Camden at 856-225-6095

6. The Policy

60.1.9 COMMERCIAL AND CHARITABLE SOLICITATIONS

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

New Brunswick: Vice President for Faculty and Staff Resources and/or his/her designee.

Newark: Chancellor and/or his/her designee.

Camden: Chancellor and/or his/her designee.

Biomedical Health Sciences-Newark: 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 section 20.1.15, Charitable Contributions and Expending University Funds Related to Charitable Causes.