



UNIVERSITY POLICY

Policy Name:	Commercial and Charitable Solicitations				
Section #:	60.1.9	Section Title:	Human Resources (HR): Universitywide HR Policies & Procedures	Formerly Book:	6.4.11C, Solicitations
Approval Authority:	Senior Vice President for Human Resources and Organizational Effectiveness		Adopted:	Policy 6.4.11, April 1962	Reviewed: 01/31/2020
Responsible Executive:	Senior Vice President for Human Resources and Organizational Effectiveness		Revised:	11/1982; 03/31/2005 (changed to Policy 6.4.11C); 11/28/2005; 07/24/2008; 07/01/2013; 10/10/2013 (Updated title); 01/31/2020	
Responsible Office:	University Human Resources		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. 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

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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](#).