

### **Policy 502**

#### **Solicitation & Advertising Policy**

**Source:** NDSCS President

**Applies to:** All NDSCS Students, Employees, and Visitors

#### **1. Introduction**

- 1.1. NDSCS recognizes there is often a benefit for the college community to be exposed to information and promotions from internal and external groups, businesses, and/or organizations. The goal of this policy is to articulate the mediums available to advertise to the College community allowing for equitable and consistent opportunities while minimizing the disruption to NDSCS's educational mission.

#### **2. Advertising & Solicitation General Provisions**

- 2.1. Advertising and mediums for sales and solicitation are subject to approval by NDSCS Student Life. Advertisements and other materials relevant to the mission of the College may be posted, unless statements, imagery, or other messaging on the posting violates any NDSCS Policy.
- 2.2. Advertising associated with sales and solicitation is only permitted through the methods listed below; fees may be charged for these mediums, see Appendix A of the Advertising & Solicitation Procedure for further information about the advertising fee schedule:
  - 2.2.1. Student Life controlled social media
  - 2.2.2. Student Life controlled text messaging
  - 2.2.3. Vendor tables
  - 2.2.4. Video advertisements developed or adopted by the NDSCS Media Squad
  - 2.2.5. Advertising related to athletic events
  - 2.2.6. Auxiliary Services promotion
- 2.3. Any person or group of persons wishing to advertise, distribute literature or solicit on NDSCS College property may do so within the procedures outlined within this policy. No promotion of any kind will be permitted for alcohol, tobacco, and other drugs, gambling, or sexually explicit material. Sales, solicitation, distribution of literature and non-NDSCS sponsored advertising are not permitted within residential facilities.
- 2.4. Use of the NDSCS website events calendar is restricted to events sponsored by Student Life or recognized student organization, important dates and deadlines for the College community and information about major events at NDSCS. Non-NDSCS events, announcements, or advertising is not permitted on the events calendar.
- 2.5. The NDSCS e-mail system is intended to enable College communications among faculty, students and staff for academic purposes and to communicate important information. Acceptable use of email and electronic resources is governed by relevant

policies, including SBHE Policy 1202.1, and applicable laws, including N.D.C.C. 16.1-10-02.

- 2.6. Sales representatives or vendors dealing in supplies, equipment, or services under NDSCS contracts may conduct business in accordance with those contracts and applicable NDSCS policies.
- 2.7. Non-employees may not solicit on NDSCS premises at any time, unless they are following the procedures associated with this policy. In addition, non-employees may not utilize the college's phone system, e-mail or other communication means that are established and governed by the College. Employees may not solicit during work times, except in connection with an NDSCS approved or sponsored event or organization.
  - 2.7.1. All individuals or organizations advertising, soliciting or distributing literature at the College must be identified on the literature and/or medium of distribution.
  - 2.7.2. All individuals or organizations will be held responsible for cleaning up all litter resulting from advertising, solicitation, and/or literature distribution.
  - 2.7.3. Distributing literature, advertising, or soliciting by pursuing, accosting and hawking is prohibited as is any interference with normal College functions or interruption of free flow traffic inside or outside a building.
- 2.8. Sidewalk Chalking - Chalking of sidewalks on College property is limited to NDSCS student event promotions only and requires permission. Approval for chalking is facilitated through the Customer Service Desk at NDSCS Wahpeton and Front Desk at NDSCS Fargo.
- 2.9. Mail Services - Commercial literature may be distributed by student organizations into the student mailboxes provided approval has been granted by the NDSCS Student Senate. Advisor supervision is required to maintain mailroom security. There are no mailboxes at NDSCS Fargo.
  - 2.9.1. An individual candidate, or groups sponsoring an individual for public office, may not utilize the mailroom or mailboxes to distribute political information.
  - 2.9.2. This policy does not impact any U.S. Postal service mail that is received by the NDSCS mailroom through its regular operation.
  - 2.9.3. The NDSCS mail system is not a U.S. Post office and is not governed by postal regulations.
  - 2.9.4. Employees may not stuff mailboxes for personal gain.
- 2.10. Bulletin boards: Public bulletin boards are available in a variety of locations throughout the College, contact the Customer Service Desk for locations in Wahpeton or the Front Desk for board locations in Fargo.
  - 2.10.1. All posted materials must either have the official NDSCS logo on the poster for an NDSCS recognized student event or activity or be date stamped with the official NDSCS-approved posting stamp. All materials not stamped or carrying the NDSCS logo or that are not promoting an NDSCS student event or activity will be removed. All postings will be removed after 2 weeks unless otherwise approved.
  - 2.10.2. Posting of materials or advertising in NDSCS Buildings or facilities or elsewhere on College property is prohibited; including bulletin boards, white boards, or other spaces as these are not designated as public.

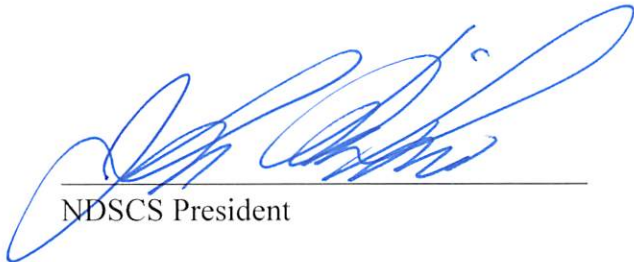
- 2.11. Literature Rack - Public literature racks are available in Wahpeton and Fargo. Contact the Customer Service Desk for locations in Wahpeton or the Front Desk for board locations in Fargo.

**Where to obtain additional information:**

**Students:** Contact the Student Life Department at 701-671-2404 or the Vice President for Student Affairs and Strategy at 701-671-2627

**Employees:** Contact your supervisor and/or call the Human Resources office at 701-671-2903 (e-mail: [ndscs.hr@ndscs.edu](mailto:ndscs.hr@ndscs.edu))

Approved by:

  
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NDSCS President

9-2-2021  
Date