NON-SOLICITATION POLICY

PART I. Non-Solicitation

For safety and privacy reasons, Rollins employees are expressly prohibited from soliciting students for any activity or organization not sponsored or sanctioned by the College. Solicitation includes verbal and written communication, the distribution of e-mails, circulars, handbills or other literature or any kind.

Employees are further prohibited from soliciting other employees during work time. Posting or distribution of non-work related material should be limited to non-work areas. Work time does not include break periods, meal times, or other specified periods during the workday when staff members are not engaged in performing their work tasks.

PART II. Campus Posting Guidelines

Rollins recognizes the need for registered student groups and other College sanctioned organizations and individuals to communicate their activities, services, and ideas to the campus community, as well as the need to provide a visually pleasing and organized setting for the campus community to receive such communication. These guidelines are intended to outline the procedures by which such organizations and individuals can display and promote campus-related events and programs. Campus postings are defined as posters, yard signs, advertisements, handbills, table tents, and public distribution of flyers. For approval, contact the Office of Student Involvement and Leadership at getinvolved@rollins.edu or (407) 646-2624.

A. DEPARTMENT BULLETIN BOARDS

This policy does not pertain to departmental bulletin boards, posters, or announcements posted within a particular campus department. Such postings are subject to approval by the individual campus department.

B. RESIDENCE HALLS

Posters to be displayed in the residence halls fall subject to the posting policy and guidelines as outlined by the Office of Student Involvement and Leadership. The office will need 50 copies to be displayed on every floor in each of the residence halls. Please submit posters to the Residential Life Office located on the first floor of McKean Hall.
C. CAMPUS MAILBOXES

All materials submitted by registered student organizations for distribution in campus mailboxes need to be approved by the Office of Student Involvement and Leadership prior to authorization by the Post Office. Campus mailboxes are subject to federal statutes and policies governing mail. However, personal and sealed invitations, with name and box number, are permitted in campus mailboxes.

D. SOLICITATION

Posting by commercial businesses (for profit) is not permitted. Exception approval may be granted for businesses that provide a service supportive of the educational mission of the College, classified postings (for sale notices, personal announcements, roommates wanted, etc.), and advertisements for non-profit fundraisers. For approval, contact the Office of Student Involvement and Leadership at getinvolved@rollins.edu or (407) 646-2624.

Posting Procedures

A. All items submitted by off-campus entities to be displayed on public bulletin boards, including academic materials, must be approved by and bear the dated stamp of the Office of Student Involvement and Leadership for a maximum of two weeks. All unstamped items will be removed.

B. All items submitted by on-campus departments and registered student organizations to be posted MUST have the name of the registered student organization or department CLEARLY IDENTIFIED AS THE SPONSOR, or the words “sponsored by (name of organization)” on each item. If this information is missing, a stamp (as outlined above) is required for approval to post.

C. Sponsors must leave space on the flyers for the “approved” stamp. Each piece of material to be posted must be individually stamped.

D. Violation of the posting policy will result in the removal of the items. Additionally, sponsoring organizations will be subject to follow-up with the Office of Community Standards and Responsibility.

E. Responsibility for interpreting the College posting policy shall reside with the Director of Student Involvement and Leadership or designated individual.

General Guidelines and Limitations

A. Maximum size of items shall not exceed 24 X 36 inches. Any poster or display that exceeds this size must be approved and will be allowed in designated locations.

B. Items may not use references to alcohol as the focus of the flyer or event.
C. Posters shall not contain any word or words, illustrations, photographs, or symbols that are obscene, profane, discriminatory, or otherwise violate the Code of Community Standards.

D. All materials must contain complete information: who, what, when, where, why and how much.

E. No item may be attached to any surface with glue, staples, double-stick foam tape, duct tape, or other materials that may remove paint or damage surfaces. Thumbtacks are permitted only on cork/carpeted surface. If using outdoor spaces, items must be tied on trees with twine and sheet protectors for display. For all other approved indoor spaces, items should be attached with paint-safe tape only.

F. A limited number of yard sign spaces are reservable through Virtual EMS for registered student organizations and departments for a designated time period.

G. Posting on windows, doors and exterior buildings is prohibited unless it pertains to the current status of the building operation.

H. The removal of posted materials is the responsibility of the sponsoring organization, department, or individual. Items must be removed by the first class day after the event.

I. Materials should not overlap or conceal other items. Persons who post are asked to be considerate of others who have posted. Posting is on a first-come, first-served basis, dependant upon space limitations.