



POLICIES

Effective Date: February 2005

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: Advancement and College Relations - Solicitation Policy

PURPOSE:

By direction of the President, the Vice President for Advancement and College Relations shall ensure compliance with and implementation of this policy. Solicitation for support of the College must be approved by the President, and must be cleared through the Vice President for Advancement and College Relations.

POLICY STATEMENT:

Meharry Medical College prohibits unauthorized solicitation by its employees or others on College property. The College authorizes solicitation for official College campaigns, such as periodic fund-raisers, for its own benefit. Employers who carry out unauthorized solicitations or violate this policy in any part are subject to disciplinary action. Violations of this policy must be reported to the Vice President for Advancement and College Relations for appropriate action.

DEFINITIONS:

Solicitation is defined as the sale of merchandise such as housewares, cosmetics, food, or tickets. It also includes collection of money, political campaigning, and other actions that may influence employees. Solicitation is further defined as displays, placement or delivery of products, materials, or services.

PROCEDURE:

Requests for authorization of solicitation activity must be submitted in writing. The authorization of such requests may limit the form, information and time frames of the solicitation. The following procedures must be followed when requesting authorization for solicitation:

Employees in institutional organizations requesting authorization must first submit in writing a request for solicitation to the Vice President for Advancement and College Relations.



POLICIES

Effective Date: February 2005

Interim Date: July 21, 2015

Revised: July 1, 2015

**Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer**

Subject: Advancement and College Relations - Solicitation Policy

The Vice President for Advancement and College Relations shall respond in writing to requests within a reasonable length of time, specifying in the response approval or disapproval and the conditions under which the solicitation may be carried out.

Outside organizations or individuals that wish to conduct sales in general areas of the College, or other solicitation activities, must also request approval from the Vice President for Advancement and College Relations.