

SECTION: Human Resources NUMBER: A-001-01-0014

AREA: General DATE: 9/1/92

SUBJECT: Solicitation REVIEWED: 12/13/2022

I. PURPOSE

Many employers find solicitations, even for the best of causes, disruptive. In addition, they may place an undue burden on employees and/or students.

II. POLICY

A. Outside organizations and/or individuals (i.e. church organizations, salespersons, etc.) that will involve the student membership and/or the employees of Rocky Mountain College must either be recognized by the Association of Students of Rocky Mountain College (ASRMC) and the Executive Vice President for Student Life in the case of students or the President's Cabinet in the case of employees depending on their target audiences. In order to become recognized, the organization/individual must have an on-campus advisor from the faculty or staff and appear before the appropriate administrative group at a regularly scheduled meeting.

B. Proceeds from sales must be used toward fulfilling the purpose of the soliciting organization/individual.

C. Laws of the City of Billings and the State of Montana must be observed.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Executive Vice President for Student Life
Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees