

Standard Practice Guide Policies

Solicitations, Collections, and Donations

201.56

Applies to: All Faculty and Staff

I. POLICY

In order to minimize personal inconvenience and interference with orderly operations, no employee shall sell, solicit or promote subscriptions, pledges, memberships or other types of support for any drives, campaigns, causes or organizations on University property during working time. The distribution or circulation of leaflets, pamphlets, circulars, cards, or other literature is not permitted during work time or in work areas, unless specifically authorized by the Executive Vice President and Chief Financial Officer, the Executive Vice President for Academic Affairs, or their designated representative.

Notes

This policy was reviewed in September 2013. No changes were made.

This SPG was reviewed and updated with correct titles on February 22, 2018.

This SPG was updated in October 2023 to include links to related policies, clarify work area, and who is subject to the policy.

SPG Number:

201.56

Applies To:

All Faculty and Staff

Date Issued:

September 6, 1978

Owner:

University Human Resources and the Office of the Provost
and Executive Vice President for Academic Affairs

Last Updated:

October 10, 2023

Primary Contact:

University Human Resources and the Office of the Provost
and Executive Vice President for Academic Affairs

Next Review Date:

October 10, 2028

Related Policies:

Work Rules and Conditions (/policy/201.05)

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