

A.

## E. POLICY STATEMENT

Use of employee and student directories for the purpose of solicitation is prohibited unless otherwise approved by the President or designee (such as, but not limited to, the University's Dominion Fund Campaign and the State Employees' Commonwealth of Virginia Campaign.)

Solicitation in the form of flyers, advertisements or other items placed on motor vehicles located in parking spaces owned or controlled by the University is prohibited

This policy does not apply to job fairs, benefit fairs or other instances in which the University invites the solicitation.

## F. PROCEDURES

1. Persons found to be using employee or student directories for the purpose of solicitation should be reported to department heads or managers.
  - a. The department head or manager is responsible for determining whether such person is authorized by the President or designee to solicit.
  - b. If not authorized, the department head or manager shall report the person to the University's Office of Internal Affairs, 1000 University Blvd., Charlottesville, VA 22904, (800) 554-2222, or by email to [internalaffairs@virginia.edu](mailto:internalaffairs@virginia.edu).

