

1.29 VENDOR GIFTS

Vendors may sometimes provide unsolicited gifts of merchandise, personal property, or entertainment opportunities to College employees. This is especially the case during the holiday season.

These gifts are considered gifts to the College and not to any individual. Such a gift should be graciously received and acknowledged by the individual receiving it, and then either shared with the employee's department or delivered to the Office of Human Resources to be incorporated into a program benefiting all employees. For example, a gift of food could be shared with the employee's entire department. A gift of merchandise could be a door prize at a departmental holiday party.

Exceptions:

- An individual may accept trinkets such as pens, pencils, highlighters, notepads, USB drives, coffee mugs, and other novelties valued at less than ten dollars.
- An individual may accept vendor-sponsored gifts generally provided to all participants or guests at a conference or event.
- An individual may accept a vendor-sponsored door prize or gift of chance, even if of significant value. For example, a computer software company with an exhibit booth at a trade show or conference might draw business cards out of a fish bowl to provide a free iPad to one of the individuals who visited the company's booth. Such a prize may be kept by the individual.
- A vendor may pay for a business lunch or dinner, provided that it is not extravagant and does not cross the line into entertainment.

Questions about this policy should be addressed to the Vice President for Finance and Administration, who may authorize exceptions to this policy and will provide guidance in unusual situations.

1.30 CREDIT CARD MARKETING

The advertising, marketing, or merchandising of credit cards to students on the campus of Elmira College is strictly prohibited, except as provided in paragraphs three and four.

Penalty

Any individual visitor, licensee, or invitee on campus found violating this policy shall be banned from the campus for a period of two years, and any credit card issuer represented by this visitor, licensee, or invitee shall be banned from the campus for a period of one year. Any student, faculty, or other staff found violating this policy shall receive a warning and be prohibited from any and all future credit card marketing on the campus.

Restrictions

The following restrictions shall be imposed on any individual wishing to advertise, market, or merchandise credit cards, hereinafter, referred to as "marketer," on the campus of Elmira College.

1. The marketer shall register with the Office of Student Life (Campus Center first floor) and receive express written authorization to be on campus property for the purpose of advertising, marketing, or merchandising of credit cards.
2. The marketer shall be restricted to the Campus Center.
3. The marketer shall be restricted to 12:00-1:00 p.m. on Monday to Friday.
4. There shall be no posting of flyers, posters, or other forms of information on any college property for the purpose of advertising, marketing, or merchandising of credit cards, except on the day the marketer is on the campus, provided that it is limited to the immediate vicinity where the marketer has permission to operate.
5. There shall be no inducement or gifts provided to the student in exchange for completing a credit card application.
6. The marketer shall provide to each student applying for a credit card a pamphlet that provides students with information about good credit management practices, including how to access any information or services provided by the New York State Consumer Protection Board. This pamphlet must be approved in advance by the Office of Student Life.

Exemptions

This policy does not apply to any advertising, marketing, or merchandising of credit cards by either the College or an agent of the College to non-students, nor does it prohibit the advertising, marketing, or merchandising of credit cards to students.