



Guidelines for Service Recruiters on Campus

Penn College is committed to the shared goal of facilitating robust recruiting relationships with our diverse talent pool of students. We ask that all service recruiters respect and adhere to best practices while recruiting on campus.

Compliance:

Penn College is in compliance with the campus recruitment policy of the Department of Defense in its service recruitment practices.

Purpose:

The purpose of these guidelines is to establish procedures, expectations, and resources for service recruiters seeking to engage with students on campus. The goal is to create an environment that supports student development while maintaining a respectful and professional atmosphere.

Recruitment Standards:

- Service recruiters must be affiliated with accredited organizations and companies offering legitimate career or community service opportunities to students.
- Service recruiters must provide appropriate documentation validating their organization's credentials, including proof of non-profit status (if applicable), registration, and liability insurance.
- Upon request, service recruiters will be provided access to student information in accordance with the Solomon Amendment.
- Service recruiters should respect student privacy and boundaries in contacting students and use only the contact information provided in accordance with the Solomon Amendment. Contact through social media should not be used unless provided explicitly by the student.
- All recruitment activities should be professional and respectful.
- No recruitment should involve high-pressure tactics, coercion, or manipulative practices.
- The college expects that service recruiters will respect students' right to make informed, voluntary decisions.
- Service recruiters must provide clear, accurate information regarding their services, including any financial obligations, contracts, or commitments that students may be required to undertake.

Points of Contact:

- The College's point of contact for all service recruiters is the Office of Veteran & Military Services, Davie Jane Gilmour Center (DJG), Room 1033, 570-320-5353, vetmilrc@pct.edu.
- Service recruiters are requested to check-in with the Office of Veteran & Military Services upon their first arrival to campus to review guidelines, practices, and visits to campus.

- To support the efforts of all service recruiters, it is requested that service recruiters inform the College (through the Office of Veteran & Military Services) of their scheduled visits to campus. This allows the College to assist in providing students with the best experience possible.
- The Solomon Amendment allows service recruiters to access student information that is restricted by FERPA. The Office of the Registrar is responsible for releasing student information in accordance with the Solomon Amendment and any questions or requests for such information should be directed to it at registrar@pct.edu or 570-327-4772.

Areas for Recruiting

- Recruitment activities must take place in designated campus areas and other common spaces that do not interfere with academic or student life activities.
- The use of tables, signage, or other promotional materials must be confined to the designated area, and all materials must adhere to college guidelines for advertising.
- Service recruiters are not permitted to approach students in classrooms, dormitories, or other private areas without prior permission from the appropriate college authorities.

Campus Resources:

- The College provides support services, including access to appropriate recruiting areas and meeting spaces to help service recruiters connect with students and enhance the recruitment process.
- The College also provides meeting space needs, including tables and chairs while on campus.
- Service recruiters are requested to contact the Office of Veteran & Military Services for the reservation of meeting spaces, resources, and ensuring alignment with campus events.

Promotional Materials:

- Service recruiters are permitted to use promotional materials, displays, and giveaways in their recruitment efforts.
- All promotional materials, displays, and giveaways must be discussed with and/or presented to the Office of Veteran & Military Services for approval.
- All promotional materials, displays, and giveaways must be offered at the service recruiter area or table and must be managed by the service recruiter. The College will not be responsible for replenishment, disposal, or making items available to students.
- Any items for display on bulletin boards must be discussed with and/or presented to the Office of Veteran & Military Services for approval.

Participation in Employer Events:

- The Center for Career Design assists employers by providing opportunities to network and connect with students.
- For information on recruitment services and opportunities offered, service recruiters should contact the Center for Career Design, Madigan Library, 3rd Floor South, Room 321, 570-327-4502, careerservices@pct.edu.

Liability and Insurance:

- Service recruiters must carry appropriate insurance coverage for any physical activities or special events conducted on campus. The College should be named as an additional insured party in the event of any claims arising from their recruitment activities or event.
- Service recruiters are responsible for ensuring the safety and well-being of their staff and participants during their recruitment activities or event.

Conclusion:

Being a service recruiter on a college campus is an opportunity to engage with a diverse group of students and educate them on potential career opportunities in the armed forces. By following these guidelines, you will be able to represent your organization effectively, while also fostering positive relationships with the campus community. Always be professional, respectful, and transparent, and you will leave a lasting impression on the students with whom you interact.