



<b>TITLE: SOLICITATION</b>	
<b>EFFECTIVE DATE:</b> July 1, 2003	
<b>LAST REVISION:</b> October 26, 2007	Policy No. 6.003.1

### Policy Statement

Sowela Technical Community College prohibits any solicitation, attempted solicitation, or business correspondence on campus unless prior approval from Administration has been obtained. The following procedures must be followed in order to receive approval:

1. Purpose and objectives must be discussed and a request must be submitted to Administration for review by the Chancellor and/or his/her designee.
2. After the request is reviewed and approved, provisions will be made by Administration that will determine regulation of place, time, and manner thereof.

Source of Policy: HR  
Related Policy: LCTCS

Approved by: \_\_\_\_\_  
Chancellor

Responsible Administrator: Human Resources  
LCTCS Policy Reference: 6.003.1  
LCTCS Guideline Reference: NA  
Date: \_\_\_\_\_