

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2120

TITLE: CONTROL OF SOLICITATION AND INFORMATION GATHERING BY
EMPLOYEES AND STUDENTS WHILE OFF CAMPUS REPRESENTING
THE COLLEGE

BASED ON POLICY: 2.12 SOLICITATIONS

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE/ COMMUNITY
RELATIONS AND MARKETING

I. Purpose:

To provide procedures to control off-campus solicitation and information gathering by employees and students while representing the College

II. Procedure:

- A. Employees or students wishing to use the College's name to engage in solicitation (fundraising) or information gathering (e.g., interviews, surveys, and questionnaires) off campus will apply, in writing, to the director, institutional communications.
- B. The director will present the request to the president for approval or rejection.

HISTORY: Last Revised: 3/05/19

Adopted: 8/1/89

Reviewed: 2/28/05, 11/1/12

Revised: 2/6/02, 4/29/08, 3/05/19