

**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, institutional communications will present the request to the president for approval or rejection.

HISTORY: Last Revised: 03/18/2025

Adopted: 8/1/89

Reviewed: 2/28/05, 11/1/12, 03/18/2025

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