

**Williamsburg Technical College
PROCEDURE**

SECTION C – HUMAN RESOURCES MANAGEMENT

Title SOLICITATION AND DISTRIBUTION	Number C-22.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 2
Approval Vice President _____ President _____	Supersedes Procedure No. C-22.1 Date 5/24/10

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education (SBTCE) Procedure 8-9-100.1 concerning Solicitation and Distribution. State Board policies and procedures may also be viewed on the System Office website at www.sctechsystem.edu.
- II. Any person desiring to solicit for any purpose or distribute any material on campus must submit a request to solicit to the President stating the purpose and method of solicitation or distribution. The President will either approve or deny the request based on established local guidelines for solicitation and distribution. If approved, the requesting party will be given written documentation listing the areas and manner in which he/she may conduct the solicitation or distribution. Failure to follow these directions will result in immediate revocation of the approval.
- III. A college employee affiliated with a charitable or benevolent organization or a recognized college organization may wish to involve the college in activities benefiting this organization. Also a community representative from these organizations may contact the college to ascertain if the college is interested in participating in fund-raising activities. The individual must submit the request to the President as described above.
- IV. Guidelines for college-sponsored solicitation activities will center around these questions:
 - A. How well is the organization recognized for its benefit to this service region?
 - B. How much will the activity benefit this service region?
 - C. To what degree will this college's participation in the activity enhance the image of the college?
 - D. To what degree will the activity promote or build teamwork among the college staff?

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- V. Student organizations should contact the AVP of Student Affairs for information regarding on-campus solicitation and distribution by those groups.