

NORTHWEST FLORIDA STATE COLLEGE
Policy Number 6Hx17-5.16

TITLE	SOLICITATION
REFERENCE	
HISTORY	Local Language Revised May, 1988

Local Language

Solicitation for sale of merchandise or services to students or personnel of the College by Board members, students, or employees of the College is not allowed.

Solicitation of College employees may take place through Board-approved agents or organizations in which the College holds institutional membership. Such solicitation must be arranged through and approved by the College President.

No employee or official representative of NWFSC shall give written or oral endorsement to any company representative regarding preferential selection or use at NWFSC for any periodical, book or product which can be offered for sale to or through the College.

Such recommendations are intended to be departmental or to have the endorsement of a department. Publications and/or materials to be recommended in a course should be included in the syllabus for that course under the heading "Resources" by categories as "Required" or "Optional."

Proceeds above production and distribution cost from sale to NWFSC students or personnel of any approved, required manuscripts or materials which are written, prepared, or produced by any College personnel shall accrue to the scholarship funds of the College, with a record of such proceeds and their disposition being accurately and fully shown by the Comptroller in the official fiscal records of the College.

No full-time faculty member or administrator of NWFSC shall accept any form of payment for tutoring students of NWFSC.

On-campus distribution of any literature or notices which are not official College business shall not take place during working time, nor in areas where actual work of public employees is normally performed.

Posters and notices of interest to personnel of the College shall be placed by the Personnel Specialist on the bulletin board in the front lobby of the Administration Building.

The Dean of Student Services will receive any other materials for posting and will assure that such notices will be posted properly and that outdated and obsolete notices are removed.

College clerical services, postage, stationary (including envelopes), materials, production services, telephones, and equipments are to be used only for official college business and shall not be used in any way for solicitation, for personal purposes, or for promotion of unsanctioned activities or of organizations other than those which are official elements of the College or in which the College holds institutional membership.