



Northwest Florida State College

TITLE: SOLICITATION

AUTHORITY: [Click here to enter text.](#)

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SIGNATURE OF BOARD SECRETARY:

PURPOSE OF POLICY

To identify the process to be used for on-campus sale of merchandise or services, conditions under which the solicitation of employees may occur, limitations for employees profiting from the sale of personal services or products and the approval process for posting materials on campus.

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 without prior approval of the President or designee.

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 or designee.

No employee or official representative of NWFSC will 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 master syllabus for that course and maintained in the office of Academic Affairs.

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 will accrue to the scholarship funds of the College, with a record of such proceeds and their disposition being accurately and fully shown in the official fiscal records of the College.

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

On-campus distribution of any literature or notices which are not official college business will not take place during working time, or in areas where actual work of public employees is normally performed unless approved by the President designee.

Posters and notices of interest to personnel of the College will be placed by Human Resources on the bulletin board in the front lobby of the Administration Building.

The Dean of Students or designee 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, graphic production services, telephones, and equipment are to be used only for official college business and will 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.