


PROCEDURE MANUAL

 <p>ARIZONA WESTERN COLLEGE</p>		PROCEDURE 251.1		
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Section:	Administration	Subject:	Solicitation	

PURPOSE

Solicitation at College facilities must adhere to the College's policies and procedures and all solicitors are to be treated equitably.

PROCEDURE

1. Definition
Solicitors are agents, salespeople, organizations, or groups not affiliated with the College, as well as employees or students acting in their behalf, whose intent is to sell products, entertainment, services, etc. at College facilities either by their presence or by advertisements.
2. Requesting Approval
The solicitor must submit to the Vice President for Finance and Administrative Services the Solicitation Form along with either a written statement or what is to be sold or a copy of the advertisements for approval or denial.
3. Restrictions
Approval will be denied to solicitations that involve intoxicating beverages, drugs, or salacious events or material deemed inappropriate.
4. Advertisements may not be printed at College expense.
5. The solicitor will abide by all College policies and procedures.
6. The College will not provide distribution for advertising materials, such as flyers, email, social media or brochures.
7. Solicitation is not permitted in the residence halls.
8. Soliciting on campus by vendors to purchase surplus books from staff and students is not allowed.