


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 251.1</b>		
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	<b>Last Revision Date:</b>	09-20-90	
<b>Effective Date:</b>			
<b>Section:</b>	Administration	<b>Subject:</b>	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 Business 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.
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 or brochures, through the campus mail.
7. Solicitation is not permitted in the residence halls.