

# PROCEDURE:

## 3.3.3p4. Solicitation

*Revised: June 2008; September 21, 2011; June 19, 2013; June 17, 2015; September 21, 2016; August 15, 2023*

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*Adopted: June 2007*

### I. **PURPOSE**

Solicitation campaigns on Ogeechee Technical College facilities, land, open spaces, and web-based media are prohibited unless approved as set forth in this procedure.

### II. **RELATED AUTHORITY**

State Board Policy 3.3.3. Use of Campus Facilities

### III. **APPLICABILITY**

This procedure applies to anyone utilizing any Ogeechee Technical College facility or property, or attending any Ogeechee Technical College official event, or using any Ogeechee Technical College web-based media.

### IV. **DEFINITIONS**

Solicitation: The undertaking of any individual or group of individuals to promote the sale or use of product(s) and/or services.

### V. **ATTACHMENTS**

None.

### VI. **PROCEDURE**

Ogeechee Technical College facilities and web-based platforms are for the use of the College, its departments, and its programs. As state-owned property, Ogeechee Technical College facilities and web-based media platforms shall not be utilized by any organizations and/or individuals whose sole use of such facilities is intended to generate a profit. The exception to this policy is the utilization of conference facilities as approved by the Division of Economic Development of Ogeechee Technical College.

The College does recognize that there are duties and responsibilities associated with the performance of an individual's official duties as an employee of the College which may involve solicitation. Nothing herein shall be construed as prohibiting such activities which are inherent to the performance of one's duties and which are performed in an official capacity for the College. Approval for solicitation should be requested from the Vice President for College Advancement.

### VII. **RECORD RETENTION**

N/A