DENMARK TECHNICAL COLLEGE
STATEMENT OF POLICY

DTC POLICY NUMBER: 2-1-004 REF. STATE BOARD POLICY: NA
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POLICY TITLE: Solicitation and Distribution of Information

DIVISION OF RESPONSIBILITY: General Administration

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<td>NEW POLICY</td>
<td>REVISED POLICY</td>
<td>DATE APPROVED BY COMMISSION</td>
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<td>Fall 1995</td>
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PRESIDENT DATE

CHAIRPERSON DATE

POLICY STATEMENT:

Recognizing that Denmark Technical College is legally responsible for promoting the efficiency of the public services performed throughout the college, the following rules are promulgated in furtherance of the legal responsibility:

1. Solicitation or distribution of information by persons, other than employees of the College who are on official College business, in areas of building or grounds not deemed public by the institution is prohibited.

2. Solicitation or distribution of information by College employees during working time for any purpose other than official business is prohibited. Working time is time the employee is normally scheduled to be working.

3. Any person desiring to solicit for any purpose must submit a written request stating the purpose and method of the solicitation to the Chief Business Officer. The request will either be denied or approved, based on established local guidelines for solicitation. If approved, the requesting party will be given directives in writing concerning the areas and manner in which they may conduct the solicitation. Failure to follow these directives will immediately revoke the prior approval.

4. No written announcement of distribution of information may be posted on College property without approval. The Chief Student Services Officer will deny or approve all such requests. Announcements or distribution of information without approval will be removed and destroyed.