

**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

LEGAL AUTHORITY: Chapter 59-53-20 of the Code of Laws of SC, 1976

DIVISION OF RESPONSIBILITY: General Administration

^x		Fall 1995
NEW POLICY	REVISED POLICY	DATE APPROVED BY COMMISSION

PRESIDENT	DATE	CHAIRPERSON	DATE
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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.