
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: ADVERTISING/SOLICITATION/
FUND RAISING

NUMBER: 2-05

REFERENCE: Board Rules 2.09 and 2.13

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I. ADVERTISING

The College shall not be used as an agency for the distribution of advertising materials to students, faculty and staff, parents or others from any off-campus enterprise. In exceptional and special instances, the President or designee may approve the distribution of selected materials. Instructional materials or supplies carrying incidental advertising may be used for instructional purposes.

II. SOLICITATION

- a. No agent, solicitor, or salesman shall be permitted on campus to canvass, solicit, distribute literature, or sell to faculty, staff, students, or campus organizations without prior approval of the President or designee.
- b. Regulation of commercial solicitation on campus and the posting of material on campus bulletin boards is necessary to conserve the time of faculty and staff members, to prevent unnecessary distraction during classes and study periods, to ensure the orderly processes of the College, and to protect the property of the College and the safety of the students. Solicitations for monetary gifts or donations are prohibited on the College property without written permission from the President or designee. Agents, solicitors, and sales representatives are prohibited from entering buildings of Lake-Sumter State College or posting materials for the purpose of transacting business with students, faculty or other College personnel, unless they have received prior approval of the President or designee.
- c. Staff and/or student rosters shall be released with discretion for non-school organizations or commercial interests. Only the President may personally authorize such rosters to be furnished if, in his/her opinion, they will be used for a worthy educational or community purpose. If a student wishes directory information withheld, written notification must be given to the Office of Admissions not later than the 10th calendar day from the first day of classes in each term.
- d. College clerical services, postage, mail distribution, stationery (including envelopes), materials, production services, telephones, and equipment are to be used only for official College business. On-campus distribution of any literature or notices which are not official College business, or not directly part of an employee's defined job responsibilities, shall not take place during working hours, involve the use of campus mail, or occur in areas where work of public

employees is performed.

III. FUND RAISING

- a. No faculty or staff member shall collect money from students for any purpose without receiving prior written approval from the President or designee. Any such funds collected shall be deposited at the College and expended according to regulation.
- b. Ticket sales and solicitation at the College for non-College activities shall not be permitted. In exceptional circumstances, the President may permit ticket sales for an educationally related activity when the objectives of the activity are consistent with the program of the College.
- c. Students shall not make solicitations to raise funds for any College-related project or organization without prior written approval.
- d. Gambling of any kind, including raffles or other games of chance, by any person or group is prohibited. Games of chance, such as raffles, may be conducted by the College direct support organizations, provided such sale is a donation and has had prior approval in writing by the President or designee.

New: 12/05/1997

Revised: 12/04/2007, 10/10/2020