

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	<u>Solicitation, Advertisement, Product, or Sample Product Dissemination</u>		Approved by:
Insert:	02.21	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	

Warren C. King

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state ethics laws <https://www.ethics.alabama.gov/> as it relates to solicitation, advertisement, and product or sample product dissemination.

SCOPE:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with College policies.

DEFINITIONS:

There are no definitions applicable to this policy.

DETAILS:

1. **Solicitation:** An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization and approved by the Dean of Student Services or Designee. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling, as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales.
2. **Exceptions:** Charitable, tax-exempt organizations will be considered on an individual basis.

PROCEDURE(S):

1. Individuals and/or organizations may contact the Student Services Office for additional information at 251-580-2103.

ADDITIONAL PROVISIONS/INFORMATION:

Refer to [Foundation Policy](#).