

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: **SOLICITATION (AP-050)**
Contact: President's Office, Ext. 7087

Periodic fund-raising events for non-profit organizations, such as candy sales by local schools, cookie sales by Girl Scouts, or the United Way campaign may be approved from time to time; however, funds shall not be solicited from or to staff or students without prior approval of the college president.

Educational and business activities on any of the college campuses, or in college classrooms and offices held on non-college property shall not be interrupted or impeded by employees, students, or other individuals or groups soliciting funds or business.

Student organizations and college employees may conduct fund-raising events, without charge for the use of college facilities, when the event is for the benefit of an RCC organization and/or program, or for the benefit of the students within a college program; however, such events must be approved, in advance, by the Dean of Student Services.

College facilities may be rented by employees (pursuant to the Facilities Use Procedure, AP-011) for independently-sponsored activities or events that may create personal gain for employees or other individuals or organizations; however, employees may not use E-mail to invite other employees to their independent activity or event (see E-mail, AP-009). Such events should be occasional, and should not involve an on-going or regularly scheduled use of College facilities.

Also, see Board Policy V.B.040 – Soliciting Funds or Business on Campus.

Approved: 11/08/99
Revised: 11/17/04
Revised: 01/06/09