



**NO. 3010      CAMPUS SOLICITATION PROCEDURE**

1.      There will be no unauthorized solicitation on campus.
2.      Authorized solicitation must be approved by the accounting unit head and, if approved, may occur only within the specified departmental area and may occur only during non-working hours.
3.      Individuals (non-employees) who violate this procedure will be escorted from campus by Safety and Security personnel. Employees that violate this procedure will be reported to the Office of Human Resources. Students who violate this procedure will be reported to the Office of the Director of Student Life.
4.      A supervisor may not solicit employees under his/her supervision.

Effective Date:          12-20-1994