

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**SOLICITATION AND SALES**

**POLICY**

The collection of money, goods or services, and sales within the limits of the campus proper must be within the educational and public service mission of the College and must not interfere with regular College programs.

**DEFINITIONS**

Solicitation is any effort by an individual or group to ask for donations or contributions of money or goods.

Sales are any effort by an individual or group to sell a product or service for money or goods.

**ON-CAMPUS SOLICITATION AND SALES BY CAMPUS GROUPS**

A sales and solicitation request form must be submitted to the appropriate Vice President, attached, at least one week prior to the sales and solicitation activity.

1. Any student organization recognized by the administration must have permission from the Vice President and Chief Student Affairs Officer.
2. Faculty members must have the permission of the Vice President and Chief Academic Officer.
3. All non-faculty staff members must have the permission of the Vice President and Chief Financial Officer.

**SOLICITATION AND SALES BY NONCAMPUS GROUPS**

Individuals or groups, not directly affiliated with the College, must have the permission of the Vice President and Chief Financial Officer to engage in any activity that involves solicitation and sales on campus.

**LOTTERIES**

No off-campus organization may sponsor any form of lottery on campus.

### **DISTRIBUTION OF PRINTED MATERIAL**

1. Student groups from Schoolcraft College and other educational institutions must have the approval of the Vice President and Chief Student Affairs Officer to distribute newspapers, magazines, fliers, and other printed material free of charge on campus.
2. Nonstudent groups from off-campus must have the approval of the Vice President and Chief Financial Officer to distribute newspapers, magazines, fliers, or other printed material free of charge.

### **PETITIONS**

Individuals wishing to obtain signatures on petitions must first register with Campus Police by presenting valid identification. Petitioners may then stand outside the entrances to buildings, as long as the flow of pedestrian traffic is not obstructed and students and staff members are respected. Should Campus Police consider the petition to be a potential problem, the individual would then have to appeal to the Vice President and Chief Financial Officer.

### **OFF-CAMPUS SOLICITATION AND SALES BY STUDENT GROUPS**

In order to visit businesspersons or private citizens within the local communities with requests for donations of money, goods, or services in the name of the College, a student organization must file a Solicitation and Sales Request Form with the Vice President and Chief Student Affairs Officer prior to the date of the solicitation or sales.

### **DISTRIBUTION OF PERSONNEL LISTS**

The College does not authorize the distribution of official lists of students, faculty, and staff or of documents containing such lists to any organizations engaged in commercial enterprise. Requests for lists for noncommercial use are to be referred to the Vice President and Chief Financial Officer for his/her consideration.

### **SALE OF FOOD**

All food to be sold under the auspices of Schoolcraft College must be prepared and/or packaged commercially or prepared under the supervision of the Director of Conference and Food Service Operations or the Culinary Arts Department.

Revised—September 22, 1982  
(82-225)  
Revised—June 27, 1990  
(90-110)  
Retyped—Title Change  
December 12, 1995  
Revised—Cabinet  
July 29, 1996  
March 4, 2003  
Revised—April 23, 2003  
(2003-47)  
Retyped—Title Change  
September 28, 2005  
Revised—October 24, 2012  
(2012-97)  
Reviewed—VP and CFO  
August 1, 2019

**SOLICITATION AND SALES REQUEST**

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) \_\_\_\_\_

Location(s) \_\_\_\_\_

Additional Information \_\_\_\_\_

\_\_\_\_\_

Requested by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed and Approved by \_\_\_\_\_

Campus Police

Date \_\_\_\_\_