

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**PROCEDURE**

**PROCEDURE NUMBER: 8-9-100.1**

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**TITLE: SOLICITATION AND DISTRIBUTION**

**POLICY  
REFERENCE NUMBER: 8-9-100**

**DIVISION OF  
RESPONSIBILITY: HUMAN RESOURCE SERVICES**

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**DATE OF LAST REVISION: May 15, 2008**

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM.**

Recognizing that the State Board for Technical and Comprehensive Education is legally responsible for promoting the efficiency of the public services performed throughout the Technical Education System, the following rules are promulgated in furtherance of that legal responsibility:

1. Solicitation or distribution by persons, other than employees of the College/System Office who are on official business, in areas of buildings or grounds not deemed public by the institution is prohibited.
2. Solicitation or distribution by College/System Office employees during working time for any purpose other than official business is prohibited. Working time is the time the employee is normally scheduled to be working.
3. Any person desiring to solicit for any purpose or distribute any matter must submit a written request stating the purpose and method of the solicitation or distribution to the

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local executive office. The local executive office will either deny or approve the request, based on established local guidelines for solicitation and distribution. If approved, the requesting party will be given written directives concerning the areas and manner in which they may conduct the solicitation or distribution. Failure to follow these directives will immediately revoke the prior approval.

4. No written announcement or advertisement may be posted on College/System Office property without approval. The College President/System President may delegate the responsibility for approving and posting all written announcements or advertisements. Announcements or advertisements posted without approval will be removed and destroyed.
5. Notice shall be provided to all requestors of public records that knowingly obtaining or using public information for commercial solicitation is prohibited, and could result in a criminal conviction or fine.