

**Approved By:** President

**Date Approved:** Not Available

1. **Summary:** This policy establishes criteria for appropriate solicitation on the College's campus.
2. **Rationale:** This policy is necessary to ensure that only goods and services consistent with the mission of the College are distributed or sold on the College's campus.
3. **Entities Affected:** all constituents of the College
4. **Definitions:** Not applicable.
5. **Policy:** Sales or distribution of goods or services on the College's campus by any business, company representative, employee of the College, or student must receive prior permission from the Office of the President.

### **Student-Sponsored Fundraisers**

Any student sponsored fundraising project on behalf of individuals or organizations requires support and approval by the Student Body Government. The Student Body Government must submit a request to the Director of Student Services and receive approval prior to implementation of the project.

### **Guest Merchandise**

The College regularly invites guests to campus or College-sponsored events to share messages, information, or opportunities with students, faculty, staff or other constituents of the College. Guests often have promotional material or merchandise they wish to give away or sell. In such cases the following guidelines must be observed:

- A guest of Criswell College will provide promotional materials or merchandise (whether complimentary or at a cost) to students, staff, faculty, or other constituents of Criswell College by allowing students, staff, faculty, or other constituents to approach the guest or an area designated by the College where the guest's materials or merchandise are arranged and to inquire about the materials or merchandise.
- Criswell College employees or volunteers will disseminate promotional materials or merchandise on behalf of a guest only upon approval from the Office of the President. In some cases, Criswell College employees or volunteers will provide areas for promotional materials or merchandise to be displayed and in some cases will encourage students to consider the promotional materials and merchandise available.
- Only a guest or volunteers working for a guest will give away or sell promotional materials or merchandise on campus.
- Criswell College reserves the right to restrict or deny the dissemination of any promotional materials or merchandise that may be deemed inappropriate.

**6. Procedure:**

- a. Implementation:** Not applicable.
- b. Responsibility for Compliance:** Chief Business Officer
- c. Notification:** This policy will be posted on the College’s website and a summary of the policy will be published in the College’s *Student Handbook*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 2.023
Related policies:	

**Policy History**

Version 1.0	Not Available
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