

Fund Raising/Solicitation	Procedure Number	692
	Effective Date	December 1, 2019

1.0 PURPOSE

Student and/or program fund raising is supported by UA-PTC. The raising of these funds must wholly be conducted through a corresponding student club. Student-based fund raising allows monies to be raised that augment student learning activities, which directly tie to the program curriculum and stated in the course syllabus.

2.0 REVISION HISTORY

Adopted on: 11-1-19
 Revised on:

3.0 PERSONS AFFECTED

Students, faculty and staff.

4.0 DEFINITIONS

5.0 PROCEDURES

No person is permitted to engage in gainful enterprise or solicitation on the campus without the permission of the Associate Dean of Students. Persons wishing to solicit funds, sell printed matter, products, services or other items, distribute commercial literature of any kind, or post or distribute advertising materials dealing with commercial items or services must secure approval in advance from their corresponding Dean and the Associate Dean of Students.

Activities related to the sale of goods and/or services must be confined to areas designated and approved by the Associate Dean of Students. The college through a recognized student organization or college-related organization must sponsor the above activities. Newspapers may be sold or distributed only in racks provided by the publisher in locations designated by the Associate Dean of Students.

In accordance with Arkansas Code Annotated 4-104-201 to 204, UA-Pulaski Technical College prohibits the offering of gifts or any other promotional incentives to anyone less than 21 years of age through direct face-to face contact in order to entice the person to apply for a credit card.

Any program or organization desiring to conduct solicitation activities on or off-campus must complete a *Registration of Organization Event Form* two weeks prior to the scheduled activity. The Associate Dean of Students and UA-PTC Foundation Office must approve all fund-raising or donation activities. Raffles or gambling activities of any kind are not permitted.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	UA-PTC Policy Review	November 2018
Ratified by:	Ms. Michelle Anderson, Assoc. Dean of Students	November 1, 2019

Recommended by Chancellor (Signature)	Margaret Ellibee	December 1, 2019
UA Policy Alignment		

