

Refer to Section {C}
{Business Affairs}Unit
Procedure for {C10 -- Solicitation}



1. Midway College sponsored projects conducted by staff will be approved by the Vice President for Business Affairs. Those conducted by faculty will be approved by the Vice President for Academic Affairs. Those conducted by students will be approved by the Dean of Students. Projects approved in each of these areas will be forwarded to the Vice President for College Relations & Development for final approval. Midway College sponsored College Relations & Development projects being conducted in cooperation with other units will be approved through the Vice President for College Relations & Development. All funds raised from Midway College sponsored projects will be deposited with the College Relations & Development office.
2. A Midway College Sponsored Project is defined as:
 - a. A charitable cause sponsored by the college e.g., United Way.
 - b. A charitable cause for the benefit of the college e.g., faculty/staff campaign.
 - c. A project for the benefit of Midway College students or a student organization e.g., welcome packets, survival kits, Midway College prints.
 - d. A student project for the benefit of a charitable cause e.g., Habitat for Humanity.
3. No exceptions will be made to internal or external groups or individuals raising funds for their own purposes, e.g., public school fund raisers or Girl Scout cookies.
4. Individuals or groups raising money for Midway College sponsored projects may advertise by letter, memo, flyer, order form or table display. Person-to-person contacts are not permitted.