

Refer to Section {D}
{College Relations & Development}Unit
Procedure for {D4 – Solicitation of Midway College Employees}



1. All employees, students, departments, clubs, intercollegiate athletic teams, boosters, and any other representatives or affiliations of the college are subject to this policy.
2. No one is authorized to represent the college for advertisements or solicitations of any kind without prior approval of the vice president for college relations and development.
3. Any individual or organization wishing to solicit funds or services for Midway College must submit the "Request to Solicit on Behalf of Midway College" form to the appropriate senior officer who will approve or disapprove the request and forward the form to the vice president for college relations and development for final approval.
4. This request must be approved by the vice president for college relations and development or authorized representative prior to beginning any activity related to the proposed fund raiser.
5. A Midway College approved project is defined as:
 - a. Charitable causes sponsored by the college
 - b. Charitable causes for the benefit of the college
 - c. A project for the benefit of Midway College students
 - d. A student project for the benefit of a charitable cause
6. Projects not approved in the past are for internal and external individuals or groups raising funds for their own purposes.
7. 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.

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REQUEST TO SOLICIT ON BEHALF OF MIDWAY COLLEGE

1. Name of requesting organization or department: _____
2. Purpose of solicitation: _____
3. Date project is to begin _____ end _____
4. Name of person responsible for overseeing project: _____
5. List names of persons who will do soliciting: _____

6. Location(s) where soliciting will be done: _____
7. Specific description of solicitation procedure: _____

8. If items are being purchased to be resold as fund raisers, from what vendors) will materials be purchased? List names and addresses.

9. List the three vendors from whom you received pricing prior to making choice listed in #8. List names and addresses.

10. Account number from which disbursements will be made and/or receipts deposited:

Signature of Requestor

Date

Signature of VP for CRD

Date