



## Request Form and Guidelines for Vendors / Interest Groups / Recruiters on Campus

York Technical College appreciates your organization taking the time to visit with students on campus. If your request is approved, your organization will be provided a table prominently located in the Student Center Atrium so that you may share information with our students. During your visit, please adhere to the guidelines below:

- Please wait for students to approach your table asking for further information.
- Please remain at your assigned table during all advertised / posted times.
- Direct solicitation of individuals in buildings or on campus grounds is not permitted.

### PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Purpose of the Solicitation: \_\_\_\_\_

Method of Solicitation: \_\_\_\_\_

Desired Date(s) & Time(s) of Activity: \_\_\_\_\_

Excerpt from the SC Technical College System Procedure # 8-9-100.1 Solicitation & Distribution:

- 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.
- 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 local executive office. The local executive office will either deny or approve the request, based on established local guidelines for solicitation and distribution.

#### **Designated Office: Dean for Students**

- 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.
- 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. **Designated Office: Student Activities**

*I have read and understand the above information and agree to comply with the guidelines as stated.*

\_\_\_\_\_  
Signature – Company Representative

\_\_\_\_\_  
Date

**INTERNAL USE ONLY:** \_\_\_Approved \_\_\_Disapproved

Reason: \_\_\_\_\_ Signature of Authorized Official: \_\_\_\_\_

Vice President for Business Services: \_\_\_\_\_  
(The Vice President for Business Services' signature is required if the solicitation activity involves a financial matter.)