



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

SOLICITATION & DISTRIBUTION OF INFORMATION
HR – 601

Department Responsibility: Human Resources
Approved Date: September 15, 2020
Related Policies & Laws: [State Board Policy 8-9-100](#)
[S.C. Code Regs. 19-701.08](#)
[S.C. Code of Laws 59-53-20 & 30-2-50](#)



CHAIRMAN SIGNATURE



PRESIDENT SIGNATURE

Technical College of the Lowcountry is legally responsible for promoting the efficiency of the public services performed throughout the College following rules as promulgated in furtherance of that legal responsibility:

1. Solicitation or distribution of information by persons, other than employees of the College who are on official College business, in areas of buildings or grounds not deemed public by the institution is prohibited.
2. Solicitation or distribution of information by College employees during work hours for any purpose other than official business is prohibited.
3. No written announcement or distribution of information may be posted on College property without approval. Announcements or distribution of information without approval will be removed and destroyed.
4. Any person desiring to solicit for any purpose must submit a written request to the VP for Administrative Services stating the purpose and method of the solicitation. Approved solicitation requests will be provided in writing and include directives concerning the areas and manner they may be conducted. Failure to follow directives will immediately revoke the prior approval.

PROCEDURES: