



Ohio Administrative Code Rule 3358:5-13-07 Solicitations/sales policy.

Effective: October 23, 2015

(A) Solicitations for support of various activities must be approved by the president or his/her designee. Those that are customarily approved are community-based, non-political campaigns such as the united way, or campus-based activities such as the foundation scholarship and circle of friends fund drives.

(B) The following activities relating to solicitations/sales are prohibited unless prior approval is given as noted:

(1) Use of college name or letterhead approved by the president

(2) Circularizing employees approved by the chief human resources officer

(3) Providing lists of college employees to outside fund-raising groups approved by the chief human resources officer

(4) Personal solicitation of employees during working hours (for example, school funding efforts of employees child) approved by the chief human resources officer
