

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Solicitation on Campus	1-005 ADMINISTRATIVE July 2009
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POLICY

- 1.01 Solicitation on the Oklahoma State University Institute of Technology campus will not interfere with the designated functions of the institution. The policy concerning solicitation includes both campus-wide fund drives and solicitation of individual faculty, staff members and students. Solicitation of individual Oklahoma State University Institute of Technology faculty, staff members or students is acceptable only when the solicitor appears at the invitation of the institution or has obtained prior approval through appropriate channels. In the case of general fund drives, each individual should make the decision of giving, and in no instance should there be coercion or pressure.

PROCEDURES

- 2.01 All fund drives involving Oklahoma State University Institute of Technology personnel must be approved in advance through the Office of the President.
- 2.02 As a general rule, administrators should not be given the responsibility of soliciting employees under their direct supervision.
- 2.03 Any solicitation of students must be approved in advance by the Executive Vice President.

Approved: August 1996
Revised: April 2005
Revised: July 2009