



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number: SCP-1735.A
Origination: January 2, 2007
Effective: April 24, 2007
Reviewed:

SUBJECT: Attachment A– On Campus Solicitation Request Form

REFERENCE: SCP– 1735, Solicitation Policy

On Campus Solicitation Request Form

Date: _____

Name of Organization: _____

Date(s) of Event: _____

(Form must be submitted at least two weeks prior to the event.)

Type of Solicitation (What is proposed and how it will benefit the institution, students, or employees?):

Location of the Event: _____

Has this been cleared with the Director of Campus Operations? ___ Yes ___ No

Signature Date

Director of Campus Operations Date Approved Denied

Vice President for Student Services Date Approved Denied