

POLICY: 6Hx28:5-02



Responsible Official:
Vice President, Student Affairs

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 04-15-2008

Regulation of Promotion and Public Speaking

Policy Statement:

Valencia is committed to creating a learning environment that fosters student success and achievement. The College reserves the right to limit access to Valencia's faculty, staff, and student body as needed to support a collegial environment and prevent disruption of order in our educational environment. The President shall establish procedures implementing this policy to cover areas including and without limitation; solicitation, purchase and sales, posting of signs and other materials and public speaking.

Procedures:

- I. All individuals and groups, who desire to distribute literature, solicit, conduct fund drives or engage in purchases and sales to the student body, faculty or staff must agree to observe these procedures and all related college and campus policies and regulations. Requests for promotion on campus not covered by these procedures will be considered on an individual basis, by Student Development with advisement from campus administration, as appropriate.
- II. The Student Development Coordinator on each campus will serve as the College's representative for individuals or groups, who desire to distribute literature, solicit, conduct fund drives or engage in purchases and sales to the student body, faculty or staff.
 - A. Solicitation is further defined as being an earnest request; urging; a request or allurement; to entreat or petition for someone to do something; to seek to influence or incite to action.
 - B. Solicitation can occur as an attempt to get signatures; fill out surveys; invite people to a specific business, club or organization.

III. Posting and Distribution of Information

A. Printed Materials

1. Materials for distribution must be taken to the campus Student Development Office for prior approval. Under no circumstances should anyone distribute literature without prior approval.
2. Materials are not permitted to be placed on vehicles parked on campus.
3. Materials should not be distributed in classrooms/offices/other campus locations or distributed by hand at any location on the campus.
4. Campus student activity display areas are reserved for the sole purpose of promoting college related activities. These notices must be approved and posted by the Student Development Office.
5. The Student Development Office may provide guidance as to the preferred size and number of posters to be displayed for special college-sponsored activities, such as dances, concerts, movies, and speakers.
6. Limited and specific open display areas are provided for materials from off-campus organizations, causes, or functions. Procedures are described in number 8.
7. Limited and specific display areas are provided for items for sale or for roommate and rental options. These notices should be submitted to the campus Student Development Office for listing and posting.
8. Persons desiring to display posters, signs, or other materials on college property must follow the procedures listed below:
 - a. Take the item to be displayed to Student Development to be approved as to the time and place of its display.
 - b. If so approved, the item will be stamped "Approved" and office personnel will be responsible for posting the approved item in the appropriate location.
 - c. No display should remain posted for a period of over two (2) weeks.
9. Student Development provides students with the service of posting notices of articles for sale, general request, and wanted. Students desiring to use this service should submit in writing their request for such notices.

10. The financial aid/veteran affairs office provides the service of posting job opportunities for students, as well as information relative to scholarships.
11. Student organizations are provided with areas for posting information. Material for posting in these areas should be approved as to the time, place, and size of its display by the Student Development Office.
12. Student organizations may also submit posters and notices for posting in other display areas through the Student Development Office.

B. Student Government Association

1. The Student Government Association (SGA) provides the service of posting SGA- related information.
2. During the two weeks preceding SGA elections, candidates may erect, hang, or post their campaign posters, banners, or signs without prior approval of Student Development.
3. Signs shall not be attached to windows, doors, walls or ceilings. Signs may be attached to bare concrete or trees without the use of nails, placed in the ground, or suspended as banners. Exceptions to this provision should be secured in writing from the campus student development office.
4. All posters should be taken down immediately following the election by each candidate.
5. In the event of a run-off election, the posters for the candidates involved should remain displayed only through the run-off election.

C. Campus Marquees

1. The Student Development Office on each campus is responsible for posting announcements on the campus marquees.
2. Written requests for announcements must be submitted to the Student Development Office according to their procedures.

D. Closed Circuit and LCD TVs on Campus

1. Messages must pertain to approved Valencia programs, procedures, or processes.
2. Requested messages are submitted to the Library AV department on each campus.

3. The graphic format is provided by Marketing and Media Relations.
4. Non-routine announcements must be approved by the Campus President Office.

E. Posting Information on Atlas

1. Messages must pertain to approved Valencia programs, procedures, or processes.
2. All messages must be signed with the name of the originator and their contact information.
3. Promoting specific classes via Atlas must be approved and submitted by the department dean. The classes are posted through the “Hot Classes” section in Atlas.
4. Event notices will be posted as Announcements.
5. Club and organization events and notices should be posted through the Atlas groups feature.

IV. Information Tables

A. Student Clubs and Organizations

1. Recognized student clubs and organizations may host outside groups on campus for information tables sponsored by the student club or organization.
2. The student club or organization and the outside group representative must abide by campus policies and regulations. Violation may result in sanctions up to and including denied future access.
3. The student club or organization is responsible for submitting the request to the campus Student Development Office for approval.
4. Approval will be based on available campus space, resources and balance with the campus activity calendar.
5. The space must be approved at least one week in advance, including signed paperwork. The college defines one week as seven (7) days.
6. The Student Development Office will assign the space to be used.

7. The student club or organization must have a representative as a host at the Information Table.
8. The table must be manned throughout the reserved time.
9. The student club or organization representative and hosted representatives must stay behind the table and only engage others who approach the table.
10. Materials must be displayed on and behind the assigned tables.
11. No audiovisual recording or amplified sound is permitted.

B. Armed Services

1. Branches of the Armed Services may request information tables on campus for recruitment purposes as authorized in the Solomon Act.
2. The Armed Services representative must abide by campus policies and procedures. Violation may result in sanctions up to and including denied future access.
3. Military organizations must submit the request to the campus Student Development Office for approval.
4. Approval will be based on available campus space, resources and balance with the campus activity calendar.
5. The space must be approved at least one week in advance, including signed paperwork. The college defines one week as seven (7) days.
6. The Student Development Office will assign the space to be used.
7. The Student Development Office will work with the armed services branches as a whole. Sub-units within each branch must coordinate their requests internally.
8. An Armed Services Branch can host a table no more than two times a month.
9. The Armed Services representative and hosted representatives must stay behind the table and only engage others who approach the table.
10. The table must be manned throughout the reserved time.
11. Materials must be displayed on and behind the assigned tables.

12. No audiovisual recording or amplified sound is permitted.

C. Career Placement Organizations

1. Career Placement organizations are those who have employment opportunities to offer to Valencia students.
2. Career Placement organizations may request tables to promote employment opportunities.
3. Career Placement organizations representatives must abide by campus policies and procedures in its activities on campus. Violation may result in sanctions up to and including denied future access.
4. Career Placement organizations must submit the request to the campus Placement Services Office for approval.
5. Approval will be based on available campus space, resources and balance with the campus activity calendar.
6. The space must be approved at least one week in advance, including signed paperwork. The college defines one week as seven (7) days.
7. The Placement Services Office will assign the space to be used except on West Campus where the Student Development Office makes the space assignment.
8. Career Placement organizations can host a table no more than two times a month.
9. The Career Placement organization representative must stay behind the table and only engage others who approach the table.
10. The table must be manned throughout the reserved time.
11. Materials must be displayed on and behind the assigned tables.
12. No audiovisual recording or amplified sound is permitted.

D. Transfer Institutions

1. Transfer Institutions may request information tables on campus to present college and university transfer options to Valencia graduates.

2. The Transfer Institutions' representatives must abide by campus policies and procedures. Violation may result in sanctions up to and including denied future access.
3. Transfer Institutions must submit the request to the campus Student Development Office for approval.
4. Approval will be based on available campus space, resources and balance with the campus activity calendar.
5. The space must be approved at least one week in advance, including signed paperwork. The college defines one week as seven (7) days.
6. The Student Development Office will assign the space to be used.
7. An organization can host a table no more than two times a month.
8. The Transfer Institutions representative must stay behind the table and only engage others who approach the table.
9. The table must be manned throughout the reserved time.
10. Materials must be displayed on and behind the assigned tables.
11. No audiovisual recording or amplified sound is permitted.

E. College Offices and Organizations

1. College Offices and Organizations may request information tables on campus to promote programs that are directly related to their purpose.
2. College offices and organizations representatives must abide by campus policies and procedures. Violation may result in sanctions up to and including denied future access.
3. College offices or organizations must submit the request to the campus Student Development Office for approval.
4. Approval will be based on available campus space, resources and balance with the campus activity calendar.
5. The space must be approved at least one week in advance, including signed paperwork. The college defines one week as seven (7) days.
6. The Student Development Office will assign the space to be used.

7. College offices and organizations representatives must stay behind the table and only engage others who approach the table.
8. The table must be manned throughout the reserved time.
9. Materials must be displayed on and behind the assigned tables.
10. No audiovisual recording or amplified sound is permitted.

F. Surveys and Petitions

1. Organizations may request information tables on campus in order to collect signatures on petitions or survey responses.
2. Requests for the collection of signatures on petitions or survey responses should be submitted to the campus Student Development Coordinator who will review the request with advisement from campus administration, as appropriate.
3. Surveys and petitions are subject to the Institutional Review Board process.
4. The organization representative must abide by campus policies and procedures. Violation may result in sanctions up to and including denied future access.
5. Approval will be based on available campus space, resources and balance with the campus activity calendar.
6. The space must be approved at least one week in advance, including signed paperwork. The college defines one week as seven (7) days.
7. The Student Development Office will assign the space to be used.
8. An organization can host a table no more than two times a month.
9. The organization representative must stay behind the table and only engage others who approach the table.
10. The table must be manned throughout the reserved time.
11. Materials must be displayed on and behind the assigned tables.
12. No audiovisual recording or amplified sound is permitted.

V. Public Speaking

- A. In order to create a learning environment that fosters an open exchange of ideas for our students, faculty, staff and community; public speaking areas have been designated on each campus and procedures that regulate time, place, and manner.
- B. The Public Speaking Areas on each campus are as follows:
 - 1. West Campus: Green space between buildings 1 and 3
 - 2. East Campus: Green space near flag pole
 - 3. Osceola Campus: Right side of Building 1 near benches
 - 4. Winter Park Campus: Flag Pole
- C. The Public Speaking Areas are open to any person during the designated Student Activity hours on each campus. (Student Activity hours are Tuesdays and Thursdays from 1:00-2:15 p.m.)
 - 1. As a limited public forum, there are some guidelines for use:
 - a. The space is open to anyone who wants to share their thoughts and ideas on any topics.
 - b. No amplification of sound is allowed.
 - c. There will be no distribution of materials from the Public Speaking Area. (All solicitation should be requested through Student Development and the solicitation procedures will be followed)
 - d. The space must be left the way in which it was found. (Clean up is the responsibility of the user)
 - e. Any activity deemed to be disturbing the educational environment and academic mission of the college will be immediately stopped by campus security.
 - 2. Any questions, concerns or comments related to this procedure need to be directed to Student Development or the Campus President Office on each campus.

VI. Commercial Transactions On Campus:

- A. Organizations or groups external to the college may not conduct commercial transactions involving the purchase or sale of goods and services to and from

the student body, faculty and college staff on Valencia property or within campus networks unless authorized through specific contracts.

B. Fund Raising

1. Registered student clubs and organizations may sell products or services as fund raisers under the following conditions:

- a. These sales are scheduled by the Student Development Coordinator on each campus.
- b. Representatives of the student group which is sponsoring the sale must be present at all times. The student organization must be clearly identified as the sponsor of the sale.
- c. Student groups must keep financial documentation of all fundraising activities.
- d. Student groups must abide by college policies and regulations.
- e. Reservations must be made by the student group's advisor a minimum of one week in advance. The college defines one week as seven (7) days.
- f. The facility request form should be submitted to reserve the space.
- g. All fund raising projects and activities that are conducted by student clubs and organizations must adhere to all of the laws, rules, and regulations that govern the use of regular college funds.
- h. All fund-raising projects and activities that are conducted by student clubs and organizations are required to use the following procedures for all monies collected and expended:
 - i. Official receipts shall be issued for all monies received.
 - ii. 100% of the revenue must be deposited to the account of the Valencia organization.
 - iii. All funds collected shall be turned in to the campus business office no later than one working day after the activity or event has been completed for deposit in the club's or organization's agency account.
 - iv. All services, supplies, and equipment needed will follow the college's procurement procedures.

- v. A report of tickets or admissions sold shall be submitted to the business office with the official receipt, accounting for all of the money received from each activity or event and the number of tickets distributed.
2. College organizations, offices, programs, and class projects (Valencia and UCF) may sell products or services as fund raisers under the following conditions:
 - a. These sales are scheduled by the Student Development Coordinator on each campus.
 - b. Representatives of the group which is sponsoring the sale must be present at all times. The organization must be clearly identified as the sponsor of the sale.
 - c. The organization must keep financial documentation of all fundraising activities.
 - d. The organization must abide by college policies and regulations.
 - e. Reservations must be made by the college staff member sponsoring the group a minimum of one week in advance. The college defines one week as seven (7) days.
 - f. The facility request form should be submitted to reserve the space.
 - g. All fund raising projects and activities that are conducted by college organizations must adhere to all of the laws, rules, and regulations that govern the use of regular college funds.
 - h. All fund-raising projects and activities that are conducted by college organizations and activities are required to use the following procedures for all monies collected and expended:
 - i. Official receipts shall be issued for all monies received.
 - ii. 100% of the proceeds must go to the Valencia organization.
 - iii. All funds collected shall be turned in to the campus business office no later than one working day after the activity or event has been completed for deposit in the club's or organization's agency account.

- iv. All services, supplies, and equipment needed will follow the college's procurement procedures.
- v. A report of tickets or admissions sold shall be submitted to the business office with the official receipt, accounting for all of the money received from each activity or event and the number of tickets distributed.

Related Documents/Policies:

None

Policy History:

Adopted 12-11-74; Amended 12-17-75; Amended 10-17-79; Amended 1-19-83; Amended: 11-18-92; Amended 4-15-08; Formerly 6Hx28:4-11; Formerly 6Hx28:11-07

Procedure History:

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