



**POLICY: 6Hx28:8-07**

**Responsible Executive:**  
Vice President, Student Affairs

**Policy Contact:** Director, Student  
Development, Student Activity

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

**Effective Date:** 12-20-2005

**Date of Last Policy Review:**  
12-20-2005

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## Student Clubs and Organizations

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### **Policy Statement:**

Valencia College recognizes student clubs and organizations which exist to promote the social, educational, moral, and physical well-being of its students. Student clubs and organizations seeking to be recognized and desiring to maintain recognition must fulfill procedures, methods, and standards established by the College and each campus Student Government Association. All student clubs and organizations are expected to adhere to all college policies and procedures, and applicable city, state, and federal laws.

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### **Policy History:**

Adopted 12-11-74; Formerly 6Hx28:10-09; Amended 1-19-83; Amended 11-18-92; Amended 12-20-05; Formerly 6Hx28:10-07

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### **Related Documents/Policies:**

New Student Organization Recognition Packet

See Policy 6Hx28:06-06 “Student Activity Fee Expenditures”

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## Procedures:

### I. Posting and Distribution of Information

#### A. Printed Materials

1. Nothing in this policy shall prohibit the distribution of materials in outdoor areas of general access as described in Policy 6Hx28:5-02.
2. 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.
3. 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.
4. Limited and specific open display areas are provided for materials from off-campus organizations, causes, or functions. Procedures are described in number 8.
5. 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.
6. 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.
7. 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.
8. The financial aid/veteran affairs office provides the service of posting job opportunities for students, as well as information relative to scholarships.

9. 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.
10. 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.

## II. 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.

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**Procedure**

**History:**

Adopted 07-11-2018

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**Date of Last Procedure Review:** 07-11-2018