

ADMINISTRATIVE PROCEDURES

Title: SOLICITATION AND DISTRIBUTION OF MATERIALS	Identification: 5.07
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	Effective Date: 04/29/02
Authority: SBE 6A-14.0247; 6A-14.0262 FS 240.319 HCC Rule 6HX-10-1.003	Signature/Approval: Gwendolyn W. Stephenson

PURPOSE

This procedure provides guidelines for the solicitation and distribution of materials at the College.

PROCEDURE

It is the intent of the College to provide for the exchange of written thoughts and ideas in an orderly fashion and without disruption to the normal operation of the College. The College makes a distinction between commercial and non-commercial literature, posters, handbills and banners.

To solicit or to distribute literature or other materials at a campus of Hillsborough Community College, a College-related or non-College related individual, group or organization will submit a completed Request to Solicit and Distribute Materials form to the appropriate campus dean of student services with the following information:

1. the name, address and telephone number of the individual submitting the request;
2. the purpose; and
3. a copy of the literature or material to be distributed.

The College reserves the right to designate a specific area for these activities.

The *Request to Solicit and Distribute Materials* form should be submitted at least five (5) working days prior to the activity. (For the District Administrative Offices, the request to solicit or distribute literature or other materials must be submitted to the Vice President of Education and Student Development.)

Materials or literature that are offensive to good taste will not be permitted to be distributed, posted or made available to persons at the campus or the District Administrative Offices. College personnel or students who violate this administrative procedure will be handled in accordance with the appropriate administrative procedure on discipline. Non-College personnel who violate this administrative procedure will be asked to leave the College premises.

To post information, literature, posters, bulletins, etc. on bulletin boards assigned to a particular organization, the information must be authorized by the appropriate organization assigned to the particular bulletin board (i.e., FUSA, Student Government Association).

History: Formerly 3.307