

Polk State College Procedure

Subject	Reference	Date	Number
Distribution of Literature and Solicitation on Campus	FS1001.64 FS 1004.085	10/04/2016	6057

I. Purpose

The purpose of this document is to establish guidelines and procedures regarding the distribution of literature and solicitation on Polk State College campuses and centers for individuals (and/or groups) who are not affiliated with the College, while also preserving freedom of speech and supporting the exchange of ideas. The College reserves the right to restrict solicitation, the distribution of literature, or the collection of signatures if the act is potentially illegal or unethical; interferes with the mission of the College; disturbs the educational or administrative process of the College; or conflicts with the rights of other students, faculty, or staff members. The College does not review any literature prior to distribution from outside sources.

II. Definitions

Literature – This refers to materials designed to inform. For the purposes of this procedure, literature is assumed to be in the form of printed papers, pamphlets, or books that are handed from one person to another. It does not refer to commercial advertising for profit-making purposes.

Solicitation – This refers to actions such as asking to purchase textbooks, seeking information, or requesting signatures, except when the activity or solicitor represents a commercial, for-profit agent that is otherwise authorized by the *Polk State College Rules and Procedures*.

III. Procedure

- A. The individual or representative of the group must request approval from the campus or center Provost (or Provost’s designee) to distribute literature or engage in solicitation at least two business days prior to the proposed distribution.
- B. Solicitation for the purpose of purchasing used or “review” copies of textbooks on campus is strictly forbidden, except in connection with the operation of the authorized Polk State College campus bookstore.
- C. The request to solicit shall be made in writing through the *Request for Approval to Distribute Literature at Polk State College Form*. The person requesting to solicit on campus must sign the form indicating an understanding of the rules for distribution and solicitation, and must agree to comply with them. He or she must also indicate the date(s) and time(s) for the specified activity.
- D. The individual(s) approved to be on campus must display the authorized *Polk State College Visitor Card*, which shall be obtained upon check-in before beginning the approved session. The visitor card must be worn and visible at all times while on

campus, and must be returned at the conclusion of the session.

E. Rules for Distribution and Solicitation

1. Literature must be in compliance with applicable local, State, and federal laws, and must follow campus policy and procedure.
2. Literature must be free and with no expectation of donations.
3. The distribution or solicitation session is limited to specific, previously identified areas on the campus(es) or center(s). The location(s) shall be defined by the College at the time of the request to distribute or solicit.
4. The distribution or solicitation session shall not occur within any buildings, including the Student Center, offices, or classrooms.
5. Persons requesting such approval are considered guests of the College. The Dean of Student Services, in consultation with the Provost for the campus or center, may order any person distributing literature or soliciting to cease operations when this action may adversely affect the health, safety, or welfare of individuals or property. Examples of such situations include, but are not limited to, the following:
 - a. When literature is placed on cars, windshields, tables, or other areas that are not specifically authorized by the College.
 - b. When the distribution or solicitation disrupts the operations of the campus.
 - c. When the distribution or solicitation could incite individuals to act in a manner that would be considered lawless, or act in a manner that would create danger to people or property.
 - d. When the person distributing literature or soliciting defaces or destroys College property or the personal property of students, faculty, staff, or visitors.
 - e. When the person distributing the literature or soliciting is loud or boisterous, harassing, stalking, intimidating, or embarrassing, or when distribution involves forcing literature upon people.
 - f. When the person distributing literature or soliciting is using College property to engage in financial transactions.
6. Literature may only be distributed when the campus or center is open for business.

IV. Implementation

The chief officer of Student Services for a campus or center, in consultation with the campus or center Provost, is responsible for the implementation and oversight of this procedure. Students and guests of the College who wish to appeal a decision made by the chief officer of Student Services may do so in writing within five business days to the Vice President for Student Services. The Vice President for Student Services shall consult with the campus or center Provost and issue a decision within five business days of receiving the appeal. The decision of the Vice President for Student Services is final.

V. Violation

Students found in violation of this procedure are subject to disciplinary action through the *Polk State College Student Code of Conduct*.

Faculty or staff members found in violation of this procedure are subject to discipline through their supervisor.

Guests found in violation of this procedure are subject to being issued a *Notice of Trespass*.

Attachment: *Request for Approval to Distribute Literature at Polk State College Form*

History: Adopted: June 18, 1990
 Revised: September 1, 2009, September 20, 2013, October 4, 2016

	10/4/16		10/4/16
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			10/4/16
President's Approval			Date