



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 5 – Student Services

BP 3925 - POSTING AND DISTRIBUTION OF LITERATURE, POLITICAL AND VENDING ACTIVITIES, FOOD HANDLING, AND FREE SPEECH ON CAMPUS

This policy is designed to monitor and provide guidelines for distribution and posting of printed materials, orderly conduct and presence of political activities and campaigning, providing for free speech and vending activities on campus.

1. DEFINITIONS

- a. Posting of Information - Posting printed material of any size including, but not limited to, banners, posters, fliers, business cards.
- b. Vendors/Commercial Enterprise - any and all individuals or groups not affiliated with the college conducting a “for profit” activity or enterprise.
- c. Affiliated Groups - district recognized and approved clubs and organizations, and employee groups.
- d. Vending - selling or solicitation on campus by internal and external groups.
- e. Fund Raising - the sale of goods or services to raise funds for a district approved organization, or employee group.
- f. Distribution of Literature - written documentation affording a vehicle of information and/or opinion which are disseminated indiscriminately to students and/or district employees. Indiscriminate distribution shall not include distribution to district recognized groups of students and/or employees or to distributions by the district or by employees of the district for district purposes.
- g. Commercial literature - materials which direct attention to a business, commodity, service or entertainment.

2. STANDARDS FOR LITERATURE TO BE POSTED OR DISTRIBUTED ON CAMPUS

- a. The literature does not advocate the commission of an unlawful act which is imminent or likely to occur at the time.
- b. The literature or its distribution on campus in the form of bulletins, circulars, publications, or articles of any character does not impede the orderly conduct of college classes or programs conducted under district auspices.

3. AFFILIATED GROUPS - ACTIVITIES IN OTHER THAN FREE SPEECH AREAS

- a. The literature of Affiliated Groups may not endorse or recommend commercial products or services.
- b. The literature of Affiliated Groups shall meet the same standards as those found appropriate for other student publications and may not be sold.
- c. Literature posted in the classroom must be specifically related to classroom instruction or approved college events and must be approved by the classroom instructor for posting.
- d. Literature posted in offices and departments must meet the standards set forth above.

4. COMMERCIAL LITERATURE, POSTING OR DISTRIBUTION

- a. Commercial literature must concern lawful activity and not be misleading.
- b. Commercial literature is restricted to the designated public posting areas on campus.
- c. In order to be able to identify persons who may be responsible for fraud or false advertising, all printed commercial literature posted or distributed on campus must have printed thereon the organization/institution/affiliation which is distributing the commercial literature with its address or telephone number clearly stated.
- d. Posting or distribution of commercial literature of any kind is prohibited in classrooms.
- e. The district does not endorse, sponsor, approve, authorize, or regulate any commercial business, commodity, service or entertainment permitted for posting or distribution on campus.

5. VENDING ON CAMPUS - VENDING ACTIVITIES ON CAMPUS BY INTERNAL OR EXTERNAL GROUPS WILL BE LIMITED TO COLLEGE SPONSORED AND APPROVED SPECIAL EVENTS RELATED TO THE EDUCATIONAL MISSION OF THE COLLEGE.

- a. All vending activities for special events must have prior approval of the dean responsible for Student Affairs.
- b. Food vending, handling and distribution are prohibited except by licensed food catering which may be permitted during special events only.
- c. Vending activities is subject to the terms and conditions stated in Manual 3200.

6. FUND RAISING ACTIVITIES BY AFFILIATED GROUPS - COLLEGE SPONSORED CLUB ACTIVITIES/FOOD VENDING MUST BE PREAPPROVED BY THE DEAN RESPONSIBLE FOR STUDENT AFFAIRS.

- a. Affiliated groups may conduct fund raising activities upon approval of the dean responsible for Student Affairs.
- b. Fund raising activities shall be limited to the designated time and areas on campus.
- c. All fund raising activities by student clubs and organizations shall be in accordance with Manual 3200.
- d. Raffle activities - shall be considered a fund raising activity for the purposes of this policy.
- e. Fund raising not involving commercial vending will be permitted by district registered clubs and organizations and other college affiliated groups.
- f. Fund raising activities involving food items will be limited to prepackaged, unopened items that do not involve food handling.

7. VOTER REGISTRATION

- a. Voter registration activities are limited to designated times and areas on campus.

8. POLITICAL CAMPAIGNING

- a. All political campaigning is limited to the free speech areas on campus. This provision shall not apply to district employees acting under Board Policy 0509.
- b. Campaign activities for student elections must be in accordance with District Manual 3200, District Policy 2105 and college guidelines.

9. FREE SPEECH AREAS – THE COLLEGES AND CAMPUSES ARE NON-PUBLIC FORUMS, EXCEPT FOR DESIGNATED FREE SPEECH AREAS, HEREIN DESIGNATED AS LIMITED PUBLIC FORUMS.

- a. A free speech area or areas shall be designated on each campus by the president to maximize the opportunity for free discussion and expression while minimizing the potential for disruption of classroom and college activities, and interference with the ability of students to obtain an education. Information concerning free speech areas is available in the office of Student Affairs at the college or the site dean for Continuing Education.
- b. No restrictions shall be placed on subject matters, topics or viewpoints expressed in designated free speech areas.
- c. Posting on designated kiosks or bulletin boards in free speech areas will be allowed for a maximum of three days.

- d. Regulation of the time, place and manner of free speech activities may be imposed for the purpose of preventing disruption of the orderly conduct of college classes, programs, or services conducted under district auspices. Such regulation must be reasonable and not discriminate on the basis of the content of the speech. All restrictions shall be applied consistently to all persons using the free speech areas. Time limits may be imposed to ensure all persons have equal access to use the free speech areas.
- e. Persons using designated free speech areas may distribute petitions, circulars, leaflets, newspapers and other printed material as follows:
 - 1) Material shall be restricted to the geographic limits of the free speech area.
 - 2) No person shall be coerced into taking any material.
 - 3) All discarded material in and around free speech area must be retrieved by persons distributing the material prior to departure.

Adopted: February 18, 2010

Supersedes: Policy C-3924 - 1/22/70; Policy 3925 - 10/28/98, 3/9/04