

ADMINISTRATIVE SERVICES

Campus Distribution of Materials/Publications From External Organizations

All external groups, agencies, organizations, and individuals interested in distributing information on South Suburban College's premises are required to have prior authorization through the South Suburban College Vice President of Administration.

External organizations must submit a written request to the Vice President of Administration to disseminate information on campus. Included in the written request should be the name, address, telephone number, and sponsoring organization. Also included in the request should be a purpose and objectives statement, copies of the material to be distributed, and one reference letter from someone not affiliated with the organization regarding compliance with other institutions' rules and procedures. The request must be submitted at least 15 working days before the date of distribution being requested. Every attempt will be made to comply with the date requested, subject to availability.

Upon receipt of this information, the Vice President of Administration will contact the external organization representative to schedule an available time, location, and manner in which dissemination of information on South Suburban College's campus will occur. External organizations representing the same or affiliated group(s) may only be on campus one day per academic semester or a maximum of two days per academic year. Exceptions may be made when the information distributed is relevant to the business of the College. Time, location and manner are determined as follows:

Time: External representatives will be allowed to disseminate information on campus between the hours of 9:00 a.m. and 9:00 p.m.

Location: External organizations are **only allowed** to disseminate information at South Suburban College in an appropriate area designated by the Vice President of Administration. At such designated location, representatives are allowed one (1) 6-foot table and two chairs.

Manner: External organizations distributing information will cooperate with the Administrative Services Department and South Suburban College students, faculty and staff. External source representatives are required to remain behind the exhibit table and refrain from activity that offends South Suburban College students and staff or impedes the progress of the institution or incites persons into inappropriate conduct.

External organizations and representatives not following these guidelines or College policies may be subject to being escorted off campus and denied further access to the campus in the future.

External sources may also be required to post a sign reading:

“The opinions or materials of the (Organization Name) are not those of South Suburban College, its departments, students, faculty, staff or Board of Trustees.”

The Vice President of Administration will provide the signs as needed.