



POLICY No. SA-003

INTERNAL POLICY AND PROCEDURE

TITLE: Distribution of Materials on Delgado Campuses and Sites

EFFECTIVE DATE: February 20, 2018

CANCELLATION: none

DIVISION: Student Affairs

CATEGORY: Student Life

**RESPONSIBLE
DEPARTMENT:** Office of Student Life

PROCEDURES & SPECIFIC INFORMATION

1. Purpose

To establish procedures for distributing materials on Delgado's campuses and sites.

2. Scope and Authority

This policy applies to all students, faculty, staff, and visitors of the College.

3. Responsibilities and Procedures

- A. The Assistant Director of Student Life or campus/site designee is responsible for approving and ensuring the distribution of materials on the respective campus/site is handled in accordance with the procedures outlined in this policy.
- B. Distribution of materials on each campus/site is limited to the last Friday of each month (or another day in the month deemed by the Assistant Director of Student Life due to holiday or College closure).
- C. On each designated monthly day, distribution of materials will generally be limited to one entity distributing materials on the respective campus or site; any exceptions require the approval of the Assistant Director of Student Life.

- D. Initial requests for distributing materials on the College's campuses and sites must be submitted via email through the Office of Student Life.
- E. Once approved by the Assistant Director of Student Life or campus/site designee, the entity requesting to distribute materials on a Delgado campus or site must request space for the designated day/time through the College's [Event Management System](#). The entity must provide the specific location requested, the names/contact information of the individuals distributing the materials, the number of persons expected at the event, and all information required by the Office of Student Life.
- F. The individuals distributing materials are expected to adhere to the procedures and requirements as outlined in the College's [On Campus Events and Functions policy](#). Set-up charges (if tables, chairs, or other services are needed) will apply in accordance with the College's established [Event Rental and Fees](#).
- G. Delgado Community College is committed to providing a positive environment for its students, employees, and visitors. Accordingly, the individuals distributing materials must abide by all established College policies, including but not limited to Delgado's [Discrimination](#) policy.

Review Process:

Ad Hoc Committee on Distributing Materials on Campus Policy 1/31/18
Executive Deans, Site Managers, Facilities, Campus Police 2/19/18
Vice Chancellor for Student Affairs 2/20/18

Approval:

Vice Chancellor for Student Affairs 2/20/18