

POSTING, SOLICITATION AND DISTRIBUTION OF MATERIALS ON COLLEGE PROPERTY

Policy Number: 118

Categorized: [General Policies](#)

Responsible Office: Campus Provosts

Subject: Policy governing the procedures for posting information on campus related to campus activities, events, or other notices, and for solicitation on College property.

Related Policies: [Speech and Expression Policy](#), [Fundraising](#), [Fundraising by Student Organizations](#), [Digital Media System](#)

Procedures: [118P](#)

Additional Information:

Effective Date: 04/24/2018

Last Reviewed Date: 06/15/2020

1. Scope

This policy applies to all faculty, staff and students as well as to all external individuals and organizations wishing to post or distribute material on college property. It also provides guidelines for external individuals and/or organizations who seek to use college facilities for the purpose of soliciting, providing information, distributing promotional materials, performing community service, or otherwise making person-to-person contact with the college community. This policy does not apply to outside organizations that are requesting meeting space or the use of facilities when solicitation is not involved.

During Student Government Elections this policy remains in effect.

2. Policy Statement

NOVA welcomes and respects the free expression of ideas. Guidelines and procedures for posting, distribution and solicitation on College property have been established to permit freedom of expression without disruption to the regular operations of the college.

- a. All materials posted on College property must be authorized in advance and posted in designated areas in accord with the procedures described in this policy. Recognized student organizations, College departments and administrative offices, are eligible to post materials. Each campus may establish designated areas for posting commercial notices limited to job postings, apartment listings and similar student-serving purposes.
- b. Distribution of handbills, circulars and flyers is permitted in outdoor areas. Students, recognized student organizations, College departments and administrative offices and their sponsored guests are eligible to distribute materials on College property. External individuals and

organizations that are not sponsored by the College or a recognized student organization may distribute material only with advance authorization by the campus Office of Student Life. The College retains the ability to exercise the right to regulate the time, manner and place of the distribution.

- c. All solicitation by external individuals and organizations on College property must be approved by the Director of Campus Operations. External individuals and organizations seeking to solicit must follow college rental procedures through the Director of Campus Operations. Solicitation will be approved if the activity involving solicitation serves the needs of the college community or provides a community service that is consistent with the mission of the College. College employees may solicit or distribute literature to other employees provided it does not substantially disrupt the workplace, and the solicitation will benefit a non-profit, community service organization (e.g., sale of Girl Scout cookies, or merchandise for charitable causes). Employees may not solicit students other than as a required job function.

3. Definitions

External individuals: individuals who are not students, staff, or faculty of the college.

External organizations: community or cultural groups, not-for-profit organizations, state and local government agencies, corporate and commercial organizations, and professional organizations.

Recognized Student Group or Organization: An organization that has followed the procedures for recognition and approval outlined in the Student Life Resource Guide. This category includes student clubs, student organizations (such as student government, Phi Theta Kappa, Black Student Alliance, and others) and student groups organized around shared academic interests (such as for the Honors Program or for a particular field of study).

Solicitation: selling or promoting products, goods or services; seeking contributions or pledges, including distributing printed materials; and conducting membership drives.

4. Procedures

See [118P](#).

5. Authority

VCCS Policy 6.5 Campus Conduct