

BOARD POLICY 3900.1**Distribution and Exhibition of Posters, Bulletins, Newspapers, Pamphlets, Circulars, Handbills, and any Promotional Materials on Campus**

For the purpose of this policy a student is defined as a person who is currently enrolled at El Camino College; a student organization using the name El Camino College is defined as an organization meeting the stipulations of El Camino College Policy 5132. (Changed to 5401 on 5/16/05.)

1. Posters, bulletins, circulars, and publicity materials related to regular academic and administrative affairs, including community services, may be posted by college personnel and authorized students.
2. The regularly published school newspaper may be distributed at receptacles furnished on campus.
3. Deans of Instruction may post in their areas announcements of programs of interest and distribute materials related to their fields of study.
4. Authorized student activities may be publicized and advertised on campus after meeting the requirements outlined in the Associated Students Public Relations Code.
5. The Activities Office may give permission to students representing neighboring schools to post advertising promoting their authorized activities.
6. Commercial advertising or promotional literature may not be posted, exhibited, or distributed on campus.
7. The distribution or exhibition of materials by representatives of any local, state or federal governmental, or quasi-governmental agencies may be allowed as authorized by the Activities Deans. Additionally, representatives of employer groups and of accredited institutions of learning may be similarly authorized by the Dean of Counseling and Placement.
8. Petitions may be circulated on campus except in classrooms.
9. To prevent littering the campus grounds, the placement of handbills or other materials on or in cars parked on the campus is prohibited.
10. The sale of written materials on campus or the solicitation of funds in connection with the display or distribution of written materials is limited to published material authored by an El Camino College student or employee. (except Student Store)
11. The distribution of written materials is limited to El Camino College employees and currently enrolled El Camino College students.
12. Distribution of Written Material
 - a. For information purposes a copy of written material to be distributed on the El Camino College campus must be filed in the Activities Office prior to distribution (with a statement of responsibility).

- b. Materials registered with the Activities Office may be distributed between the hours of 7:00 a.m. and 9:00 p.m.
- c. Areas for distribution:
 - 1) Written material may be distributed in any area except within the gates of the football stadium and within campus buildings other than the Campus Center.
 - 2) If tables are used, distribution shall be confined to the grass area formed by a meeting of the walks from the Library and the east Campus Center steps.
 - 3) During registration, written materials may be distributed at tables in an area specified by the Activities Deans and approved by the Dean of Admissions and Records.
- d. Distribution points must be far enough away from the flow of traffic so that traffic is not impeded and so that students may reject or accept the publication.
- e. Distribution tables must be manned at all times and the material must be displayed upon the table. Organizations and individuals are responsible for providing their own tables. No district furniture may be used.
- f. The use of sound equipment in connection with the distribution of materials is prohibited.

13. Nature of Material to be Distributed

- The distributor is ultimately responsible for the material to be distributed. He is responsible for the legal implications relating to state and federal laws including the Education Code, the Administrative Code of the State of California, and other applicable laws such as libel and copyright.
- 14. Materials should be in good taste and in accordance with the high academic standards of El Camino College.
 - 15. Disciplinary action to which student violators of Policy 5137 (changed to 3900.1 on 5/16/05) are subject may include probation, suspension, or expulsion.

Previous Board Policy Number: 5137

El Camino College

Adopted: 8/27/62

Amended 3/9/64, 4/25/66, 8/28/67, 10/13/69

Renumbered: 5/16/05