



Distribution of Printed Materials Policies & Application Form

Office of Student Activities

College Center, Room 223 ■ 321 E. Chapman Avenue ■ Fullerton, CA 92832-2095
Office: (714) 992-7095 ■ Email: activities@fullcoll.edu ■ Website: activities.fullcoll.edu

I. General Statement

- A. The College supports anyone's right of free distribution as long as material so distributed does not create a clear and present danger to the established government, the orderly operation of the college, or outrage public decency. The distributor shall be ultimately responsible for the materials to be distributed. The distributor shall be responsible for the legal implications relating to state and federal laws including the State Education Code, the Administrative Code of the State of California, other applicable laws such as libel and copyright, the North Orange County Community College District policies and Fullerton College procedures.
- B. Distribution of materials shall be limited to Fullerton College students, officially recognized on-campus organizations, and to off-campus organizations only when sponsored by on-campus groups or authorized by College President or designee.
- C. Approval for distribution does not imply in any way that the contents are approved or endorsed by the college or the North Orange County Community College District.
- D. **According to Board Policy 1000, Section 1.0:** *"The name is the property of the District. No person shall, without the permission of the Board, use this name or the names(s) of any college(s), the School of Continuing Education, or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District."*

II. Procedures

- A. Anyone desiring to distribute printed materials on campus shall complete the "**Distribution of Printed Materials Form**" and "**Request for Club Event or Activity Form**" provided by the Office of Student Activities.
- B. All materials to be distributed shall be registered at the Office of Student Activities. The person in charge of (the) distribution (of materials) shall be responsible for assuring that unregistered materials do not appear on the table or in its immediate vicinity. All materials distributed shall be non-food items.
- C. Materials for distribution shall show the author(s) name on each copy distributed. Where materials are to be distributed by persons other than the author, the name(s) of such person or persons responsible for distribution must be indicated on each copy. All materials not authored by FC students shall show the name of the distributing or individual on each copy distributed.
- D. The table shall be worked only by currently enrolled Fullerton College students or other persons authorized by the College President or designee.
- E. Materials shall be distributed from a table in the Distribution Area only. Distribution shall be confined to the designated area on the quad.
- F. Table for use in the distribution of materials shall be arranged with the Office of Student Activities by way of the www.fullcoll.edu **Master Calendar** submission form. The person signing for the table shall be personally responsible for checking in with Student Activities (Bldg. 200, Room 223), daily.
- G. No charge shall be made, or donations accepted, for materials distributed. Materials distributed by student organizations shall be of a non-commercial nature.
- H. Persons in charge of distribution shall be responsible for helping to keep the campus clean of litter from their materials.
- I. Materials that are not official publications of the college shall not use the name of the college or district.

- J. Materials shall not be forced upon people, nor shall the distributor use amplification devices, musical equipment, or in any way harass passerby.
- K. Cross-traffic areas and sidewalks shall be kept clear and unobstructed.

III. **Sanctions**

Anyone distributing printed material on campus without prior approval or who violates the procedures listed above shall be subject to immediate prohibition of further distribution and becomes subject to appropriate disciplinary action.

DISTRIBUTION OF PRINTED MATERIALS
APPLICATION FORM

1. This application shall be for approval of distribution only. It does not in any way indicate approval or endorsement of content by Fullerton College or the North Orange County Community College District.
2. A copy of all **non-food** materials to be distributed shall be attached to this application and each page shall be identified by the signature of the applicant before the material shall be considered for approval.
3. The person whose signature appears below certifies that each page of the material he/she shall distribute shall be a part of the total that has been presented for approval.
4. The signature below certifies that the signee has read and agrees to abide by the policy governing Distribution of Printed Materials.
5. This application shall be completed and submitted to the Office of Student Activities with original copy retained by said office, and duplicate copy by applicant.

DATE OF REQUEST: _____

ORGANIZATION THE APPLICANT REPRESENTS: _____

NAME OF PERSON REQUESTING: _____ CLUB/ORGANIZATION TITLE: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

EMAIL OF PERSON REQUESTING: _____ PHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

SIGNATURE OF ORGANIZATION ADVISOR: _____ DATE: _____

Please indicate if DISTRIBUTION is **beyond** the Quad tabling location: Club Mailboxes A.S. Mailboxes

APPROVED: Director of Student Activities _____ DATE _____

*****RECEIVED BY STUDENT ACTIVITIES ON: _____*****

CLUB IN GOOD STANDING BY S.A. STAFF _____ SENT EMAIL CONFIRMATION BY S.A. STAFF _____ DATE _____