

Visiting Speaker/Performer/Program Policy

In the interest of orderly administration, effective public relations, adequate preparation and reservation of facilities, and proper maintenance of the campus, the following procedures have been established by the College:

- An outside speaker (one who is not a registered member of the student body or the faculty and staff of the College) may be invited to speak on campus only by an officially recognized student organization, faculty organization, or staff organization.
- The officers and the sponsor of the student organization sponsoring an outside speaker/program shall assume full responsibility for making the necessary arrangements, paying all expenses, and preserving the peace and dignity of participants in the scheduled event. Any responsible officer or sponsor who willfully violates this policy will be subject to appropriate disciplinary actions as outlined in the Student Handbook or Employee Handbook.
- Prior to extending an invitation to an outside speaker for a campus event, the organization shall submit a **Student Activity Request** to Student Services Office in accordance with the procedures outlined for the Approval of Campus Activities.
- Upon receipt of the properly completed **Student Activity Request**, the sponsor of the organization shall contact the Dean of Students and Dean of Academic Programs to identify any scheduling conflicts and the Business Office to determine the availability of adequate facilities for the proposed event.
- When deemed necessary, the deans shall review the proposal to determine whether college regulations have been fulfilled.
- Notices and printed material pertaining to the speaker or scheduled event shall:
 - Bear the name of the sponsoring organization and shall not contain any implication that the speaker or event is being sponsored by the College.
 - Be posted only at locations approved by the Dean of Students or his/her designee, who shall be primarily concerned with the prevention of any temporary or permanent damage to college property or the appearance thereof.
 - Be distributed on campus only at tables or booths provided for such purpose inside campus buildings. Any location for distributing such material other than the customary places must be approved by the Dean of Students or his/her designee, who shall be primarily concerned with the prevention of excessive litter spoiling the appearance of the campus.
 - Be removed by the sponsoring organization within 24 hours following the scheduled event, should such organization desire to preserve the material for some future use.
 - The sponsoring organization shall make it clear, at the time the speaker is introduced at the event, that views expressed by the speaker are not necessarily those of the College or the organization.