

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 3910

### Solicitation

Date Adopted:	5/2/1994
Date Revised:	4/28/2023
Date Reviewed:	4/28/2023
References:	California Penal Code Section 626.4; Education Code Section 76062

### Specific Consent

Every person who solicits on District premises must have in their immediate possession, written authorization granting specific consent to solicit. The provisions of this AP do not apply to individuals or groups who are on campus to make free speech expressions. Procedures for free speech are embodied in AP/BP 3900. Specific consent may be granted to a person whose request meets all of the following conditions:

- The solicitation benefits the District, its students, or employees.
- The solicitation relates to the educational mission of the District.
- The solicitation does not otherwise violate any law or District policy.
- The solicitation does not conflict with any District operation or contracted service, unless with the consent of that operation or service.
- The solicitation does not disrupt the orderly operation of the campus or facility.
- The solicitation does not expose the District, its students, or employees to any harm or increased risk of liability.
- The requestor has completed and submitted the “Use of Facilities Application and Agreement” form to the office of Facilities and Operations.

Requests for specific consent shall be directed to the office of Facilities and Operations. Requests shall be submitted on the “Use of Facilities Application and Agreement” form available from the Facilities and Operations Office. Request will be reviewed by the Director of Facilities

and Construction or designee, and evaluated for compliance with the criteria set forth in the next section of this regulation. When evaluating requests, the Facilities Department designee, shall consult with representatives of campus groups that would be largely affected by the requested solicitation.

Consent, if granted, may be withdrawn at any time whenever there is reasonable cause to believe that the activity has disrupted the orderly operations of the campus or facility.

The Facilities Department designee shall mail or deliver within ten working days, a written response to the requestor either granting or denying consent. If consent is denied, the requestor may appeal the decision by submitting a written appeal to the Chief Business Officer. An appeal, if submitted, shall be forwarded to the Executive Council of the College for a decision. The Executive Council shall consult with representatives of campus groups that would be largely affected by the requested solicitation. The Executive Council shall mail or deliver within ten working days, a written response to the requestor either granting or denying consent. If consent is denied, any further appeal must be directed to the Board of Trustees.

Any consent granted under this procedure shall be automatically and immediately revoked upon any unlawful act committed by any person acting under that consent.

### **General Consent**

General consent is meant to grant students and employees an exception to the procedures outlined for Specific Consent to solicit on campuses within the District. General consent is granted to persons who meet the following conditions:

- Solicitation by employees of District owned, operated, or contracted services or operations, acting within the scope of their employment.
- Solicitation by members of District sponsored clubs and organizations operating within the authority of an approved constitution and by-laws.
- Solicitation by students as part of an authorized instructional project or assignment.

General consent may be withdrawn at any time by the Superintendent/President of the college, or an officer or employee designated to maintain order on District properties, whenever there is reasonable cause to believe that the activity has disrupted the orderly operations of the campus or facility.

### **Bulletin Boards/Public Posting**

Posting of public announcements on designated public bulletin boards must meet all of the following conditions. They must be:

- Written on a single page or card no larger than 8 ½ by 11 inches.
- Limited to a single posting per bulletin board.

- Marked with a removal date of no more than 30 days beyond the date of posting.
- Affixed to the bulletin board with thumbtacks or standard paper staples (and not by use of staple guns, tape, or glue) in a manner that does not cover or block other announcements.
- Marked with the name of the person or organization responsible for the announcement and including an address or phone number for contact.

See Board Policy 3910.