



Stephen F. Austin State University

Student Activities

Birdwell Building Room 125  
PO Box 13029 SFA Station, Nacogdoches, TX 75962

Petitions and Handbills

Please Print

Event Name \_\_\_\_\_ Org. Name \_\_\_\_\_  
 Co Sponsor(s) \_\_\_\_\_ Event Date \_\_\_\_\_ Time \_\_\_\_\_  
 Event Location \_\_\_\_\_ Stud. Cell \_\_\_\_\_  
 Student Name \_\_\_\_\_ Stud. Email \_\_\_\_\_  
 Advisor Name \_\_\_\_\_ Day Phone \_\_\_\_\_

These rules shall govern the circulation and distribution of all petitions (a document embodying a formal written request made to an official person or organization) and handbills (a printed sheet that is distributed by hand), on University property.

1. Students, employees, and their approved organizations may circulate and distribute petitions and handbills on University property, except in academic buildings unless otherwise authorized by law.
2. Visitors, defined as any person who is not presently enrolled as a student nor is presently employed by the University, may circulate and distribute petitions and handbills in assigned areas of campus upon approval.
3. All persons or organizations seeking to distribute a petition or handbill must complete a registration form with the Office of Student Affairs and deposit a true and correct copy of the petition or handbill to be circulated or distributed.
4. As a condition of approval, the individual or authorized organizational representative completing the registration form must permit the University to release their name and contact information contained on the form to any party requesting it.
5. Areas and times of circulation and/or distribution are as follows:
  - a. Students, employees, and their approved organizations may circulate and distribute properly registered petitions and handbills on University property at any time and in any location, except in academic buildings unless otherwise authorized by law.
  - b. Visitors may circulate and distribute properly registered petitions and handbills in the area of campus assigned as a part of the registration process. Visitors may circulate and/or distribute petitions and/or handbills between the hours of 8:00 a.m. and 7:00 p.m. on the days registered for.
  - c. Handbills may not be placed on parked vehicles as a means of distribution.
6. Registration must be made through the Office of Student Affairs at least twenty-four (24) hours in advance to facilitate orderly scheduling of the circulation and/or distribution area(s).

7. Circulation and distribution by all parties must be conducted in compliance with these rules and University policy and must not:

- a. result in a breach of peace or violation of law;
- b. interfere with the free and unimpeded flow of pedestrian and vehicular traffic; or
- c. materially disrupt or interfere with the normal activities of the University.

8. Each petition and handbill to be circulated or distributed on University property must identify the person or organization displaying or distributing it.

9. The person or organization circulating or distribution these materials shall clean and remove any litter which results from this activity.

10. No person or organization may circulate or distribute a petition or handbill that:

- a. violates the University's policy on solicitation;
- b. contains material that is obscene or libelous; or
- c. advocates the deliberate violation of law.

For the purposes of this section "advocacy" means preparing the group addressed for imminent action and steering it to such action, as opposed to the abstract espousal of the moral propriety of a course of action.

All decisions regarding prohibition of a petition or handbill based on content would follow the procedures outlined in the Signs policy, D-31 Section V.

11. In addition to these rules, petitions and handbills to be circulated and distributed by students, faculty, and staff, and their approved organizations, in:

- a. residence halls must comply with the rules governing residence halls; and
- b. the University Center must comply with the rules governing the University Center.

12. These rules do not apply to:

- a. the University, and its agents, servants, or employees, acting in the course and scope of their agency or employment; and
- b. the Stephen F. Austin State University Alumni Association and the Stephen F. Austin State University Foundation.

**What are you Doing:**

Handbill

Petition

*By signing below, I acknowledge*

- That the information provided on this form and the sample of the handbill or petition is true and correct.

Student Leader Signature \_\_\_\_\_

Date \_\_\_\_\_

**SA Approval**

Student Activities is aware of this event and has given permission to the person signing below to use the area requested.

Approved

Not Approved

Director of Student Activities or their designate \_\_\_\_\_

Date: \_\_\_\_\_