



Vendor & Academic Campus Visitors

With the intent purpose of promotion or distribution of materials

Policy & Procedural Agreement

Regulated by the Office of Student Affairs

All vendor and academic visitors to the campus, with the express intent to distribute materials or promote a cause, are required to adhere to the following policy and procedures:

1. Receive permission from the Vice President of Student Affairs, or his/her assignee, to be on campus promoting your cause or distributing materials. Please complete this form as your request for approval.
2. If you feel sick, or are sick, please inform the coordinator and reschedule your visit.
3. Upon your arrival, check-in with the Student Activities Coordinator/Director of Advising in the Student Union building RM319 (next to the cafeteria)/RM 214.
4. Feel free to engage with students and/or faculty in the lobby of the Student Union on the main floor, unless otherwise indicated. For the safety of all please stay within the designated area as outlined by staff.
5. The resident halls and other campus buildings are unavailable for distribution unless predetermined written permission of the Office of Student Affairs has been awarded.
6. Please be respectful and polite with all individuals while on campus.
7. Upon leaving campus, dispose of all trash and take all materials with you, unless you have written permission from the Vice President of Student Affairs, or from his/her assignee.
8. If you choose not to follow any of the Policies and Procedures, you will be asked to leave the campus immediately. Failure to do so will result in security being contacted.

_____ with _____
(Print your name) (Print organization name)

(Print contact information – list mailing address, phone number, and email address)

I agree that all members of our organization, as named above, will adhere to the policies and procedures as outlined above. Please indicate your goal or intent while on campus:

Date and time of requested visit: _____

Dated this _____ day of _____, 202____.

Signature

DCCC Signature of Approval: _____ Date: _____