



Petitioner/Voter/Solicitor Reservation Form

MCCCD Administrative Regulation 2.4.8 (Amended July 6, 2010)

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

As adapted from the Maricopa County Community College District On-line Policy Manual. Please visit the following website for more information: <https://district.maricopa.edu/regulations/admin-regs/section-2/2-4>

Phoenix College REGULATIONS

1. Low-impact solicitation means no tables and chairs are needed. Pre-approval is required via completion of form.
2. Prior notice must be provided to the Office of Student Life & Leadership located in the Student Union (SU), no fewer than fourteen (14) days before soliciting signatures or information. Representative must provide company name, supervisor and contact information, and may also be asked to provide pertinent information on the initiative(s) such as its purpose/candidate and anticipated election. Representative will receive a copy of these regulations and provide their signature at time of check-in to demonstrate agreement to abide by this regulation.
3. All representatives must check-in and show a personal form of legal identification at the Student Life & Leadership Office each day on campus prior to soliciting any signatures. Representatives will wear a badge provided by the office throughout the duration of their time on campus and return badge each day on campus prior to leaving.
4. Representatives are welcome on campus Monday - Thursday, 9 AM – 4 PM, Friday, 10 AM – 3 PM, so long as time on campus does not exceed two (2) weeks/month. Additional time may be requested and will be granted by the director of Student Life & Leadership as space is available. No petition signature solicitors will be welcome on campus during the first and last week of classes.
5. High Impact solicitation (tables and chairs) will be located in Sophomore Square, unless otherwise specified by the Student Life & Leadership Office for a Special Event. Due to space limitations, no more than two (2) representative(s) will be permitted on-campus at any one time. No more than two (2) people may occupy any one space. Concurrent representation of like initiatives/ballots will not be permitted; space is, therefore, first-come, first-served.
6. Representatives must remain within a five (5) foot radius of their assigned table. Thus, representatives will not in any way stop the flow of traffic or disrupt the college environment. **Students and employees may approach the representatives on their own accord. Petition signature solicitation is prohibited inside structures, including the Student Services area, Student Union, and classrooms.**

Failure to comply with any or all of these regulations could result in the termination of future solicitation privileges on the Phoenix College campus.

If you have any questions, then please call the Student Life & Leadership Office at 602.285.7231 located in the Student Union (SU).

RESERVATION REQUEST FORM

Petitioner/Voter/Solicitor

Instructions: Please complete the following information and email to StudentLife@phoenixcollege.edu no later than 14 days before your event for high-impact solicitation in order to request space on campus.

Contact Name _____

Organization _____

Phone _____

Email _____

____ High-Impact (Tables/Chairs) or ____ Low-Impact (No chairs or tables) Solicitation

Cause(s) (ex: voter registration, proposition 200, outreach ministry)

Date(s) and times requested (mm/dd/yy): (ex: 10/11/08, 9:00-2:00 pm). Dates may be subject to change.

Please initial to indicate you have read and understood your responsibilities:

_____ 1.) Any petitioner who violates our administrative regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center.

_____ 2.) All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements. Standard spaces of one table and two chairs are usually available in the central area designated on campus. Hours are 9 AM - 4PM, Monday through Thursday and Friday from 10 AM – 3PM unless specified by Student Life and Leadership for a Special Event. Campus restrictions regarding location, time, date, and use of amplification may apply.

_____ 3.) All High-Impact solicitation must take place at tables in designated areas. You may not approach students beyond a five (5) foot radius the front edge of the table. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.

_____ 4.) Representatives must check in with the Student Life and Leadership Office in the Student Union (SU) when they arrive on campus to receive their visitor badge.

_____ 5.) Petition signature and solicitation is prohibited inside structures, including the Student Services area, Student Union, and classrooms.

_____ 6.) If you fail to show up for your reservation or do not call to cancel, your remaining reserved dates will be automatically cancelled.

*For further information, please see MCCD Office of General Counsel Administrative Regulation 2.4.8.
(<https://district.maricopa.edu/regulations/admin-regs/section-2/2-4>)*

Signature: _____ Date: _____

For additional questions or need information, please contact Student Life and Leadership at (602) 285-7231.