

Ocean County College, Toms River, NJ

STUDENTS
CAMPUS LIFE
Guest Speakers #5248.1

POLICY

Ocean County College encourages approved student organizations to invite guest speakers to the campus. To insure proper procedures, the college shall develop rules and regulations for extending invitations to speakers and arranging for their presentations.

ADOPTED: February 23, 1970

Reviewed: January 8, 1991

PROCEDURE

Any organization recognized by the Student Senate of Ocean County College has the privilege of inviting any speaker to appear on this campus within the limits of the following procedures:

1. The sponsoring organization must submit a written statement of intent listing the speaker, the topic, the date, the time, and in what facility the program will be held to the Director of Student Life at least four weeks in advance of the program. Exception to the four week notice restriction may be considered by the Director of Student Life.
2. Prior to the approval of any speaker invited to the campus through existing procedures, the following guidelines are to be considered:
 - a. Consistently follow all appropriate procedures for speakers, presentation format and sponsoring groups in regard to time, manner and place.
 - b. Be realistic with sponsoring groups - review possible implications and implied support of speaker by sponsoring group.
 - c. Allow unlimited media coverage.
 - d. Permit on-campus Security to handle security arrangements.
 - e. Control of all details remain with the college.
 - f. Since the primary purpose of guest speakers, via student fees, is for the benefit of the campus community, consideration may be given to restricting such events to students, faculty and staff of the college only.
 - g. Require an opportunity for questions and answers following the presentation.
 - h. Where possible video tape all such speakers.
 - i. Invite a representative of the president to be in attendance.
 - j. Although the college provides a forum for guest speakers, such permission does not reflect endorsement of the speaker or his/her comments.
3. When such a statement has been received, the Director will then follow one of the following alternatives:
 - a. Record the appropriate information and give approval to the program; or
 - b. After consultation with the sponsoring organization refer the matter to the Student Life Committee, which shall be empowered to evaluate the program and make its recommendations to the Vice President of Student Affairs.

4. After the speaker has been approved by one of the above methods, the organization may extend a formal, written invitation to the speaker. The invitation will include the time, place, and date of this program in addition to the topic to be presented. A copy of this invitation will be forwarded to the Director of Student Life.
5. Scheduling of such programs must be done in accordance with the following:
 - a. Student programs must be scheduled through the Student Life Office at least four weeks in advance. Exception to the four week notice restriction may be considered by the Director of Student Life.
 - b. No publicity may be circulated until it has been duly registered with the Director of Student Life and each guest speaker has been invited and has accepted the invitation.
 - c. All press releases concerning the program shall be coordinated between the Office of Student Life and the Office of College Advancement.
6. The Director of Student Life or department representative shall be in attendance at all programs.

ADOPTED: August 25, 1980
Revised: January 24, 1995
Revised: April 30, 1996
Revised: April 25, 2000
Revised: November 21, 2000