

University of Colorado

Guidelines for Political Activity on Campus

The University of Colorado, in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The university respects the freedom of speech and assembly as recognized by the United States Constitution, the Colorado Constitution, the laws enacted by Colorado's General Assembly, and the Laws of the Regents. [[Campus Administrative Policy 3018](#)]. As a non-profit institution, the University of Colorado is regulated by Section 501(c)(3) of the Internal Revenue Code.

Registered student organizations, in good standing, may sponsor events on campus with the intent of educating the campus community about the aspirations, agenda, or viewpoint of political candidates, issues or campaigns and promoting civic engagement through voter registration and get out the vote efforts.

Political activity includes, but is not limited to: candidates appearing on campus, public forums, debates, campaign presentations, candidate meet and greet, candidate surrogate appearances, voter registration activities and get out the vote activities.

In pursuing these activities, student organizations wishing to sponsor partisan or non-partisan political candidates or campaign events on campus must follow the following guidelines:

1. The hosting student organization should notify the Office of Student Life and Campus Community as early as possible, ideally before any space reservations have been requested
 - a. The Office of Student Life and Campus Community will evaluate the parameters of the event and connect the student organization with the CU Denver High Impact Event Team and Media Relations for further guidance
2. The hosting student organization assumes all responsibility for the event, including financial obligations such as fees or charges as a result of the activity. It is possible, and encouraged, for the campaign/organization to pay for any expenditures incurred, however, if they fail to do so, the student organization will be liable for unpaid balances
3. Admission to the event may not be controlled by speakers, campaign staff, or any other person or organization not affiliated with the University; admission to the event should be open to the entire campus community and may not be limited based on political ideology or protected identities
4. Event marketing materials must explicitly state that "The views of those invited to speak on campus are the views of the speaker and not the view of the University of Colorado. The use of campus facilities does not constitute an endorsement of any candidate, issue or campaign"
5. If media outlets are expected, the University's media relations manager sarah.erickson@ucdenver.edu must be notified. Please submit requests at least one week in advance to allow time for a complete review
6. University funds, including funding available from SGA and other departments, may not be used to purchase goods or services in support or in opposition of any candidate, campaign, issue or political party. Funds may be used for routine event costs such as marketing materials, room reservations, or event supplies that would reasonably be needed for any other event. Funding will be contingent on following all written policies and expectations.

For more detailed information regarding the use of facilities and outdoor spaces, media (including film, video and photography), and high impact events please consult the [Student Event Planning Manual](#)

**University of Colorado
Political Activity on Campus
Student Organization Action Plan**

| | Student Organization wants to invite candidate(s)/campaign | Student Organization was approached by candidate(s)/campaign | Student Organization wants to host other political activity* |
|---|---|---|--|
| Step 1: Establish Vision | Determine parameters of the activity, (i.e. scale & objectives) and scope: stump campaign stop, speaking engagement, meet and greet, debate, forum, surrogate appearance, etc. | | Determine parameters of the activity, i.e. voter registration drive, get out the vote activity, protest or demonstration |
| Step 2: Contact University support staff | Inform Office of Student Life; meet with a member of the team to discuss parameters of the event (scale, objectives, scope). Determine if event will need to be advanced to the High Impact Events team | | |
| Step 3: Financial Considerations | Determine preliminary budget; controversial, high-profile, or large scale (over 250 attendees) events may necessitate additional security | | |
| Step 4: Facility Considerations | Secure event venue; be aware of policies regarding amplified sound, fire code/capacity, capability of equipment needs, space security needs (needed for high profile guests with security details) | | |
| Step 5: Finalize Plans | Follow-up on any specific requirements or recommendations from Student Life or High Impact Events team; if using volunteers, orient everyone to their roles and responsibilities | | |
| Step 6: Host the Event | Host your event; have phone numbers for event support and campus police saved in your phone to assist with any unanticipated emergencies | | |
| Step 7: Post Event Review | Follow-up with all invoices, bills, and outstanding paperwork. Work with members of your organization to assess the event success and what might be done next time. Consider writing a brief review to pass along to future officers who may want to do something similar in the future | | |

Reminders:

Consult the [Student Event Planning Manual](#) to familiarize yourself with relevant policies, event planning resources, restrictions, and opportunities.

ALL marketing materials for the event should clearly state: “The views of those invited to speak on campus are the views of the speaker and not the view of the University of Colorado. The use of campus facilities does not constitute an endorsement of any candidate, issue or campaign”

Funding: University funds, including funding available from SGA and other departments, may not be used to purchase goods or services in support or opposition for any candidate, campaign, issue or political party. Funds may be used for routine event costs such as marketing materials, room reservations, or event supplies that would reasonably be needed for any other event. Funding will be contingent on following all written policies and expectations.