

Guidelines for Candidate Appearances on Campuses

Candidates running for public office may want to make appearances on St. Thomas campuses.

In St. Paul, it is likely the candidates will want to walk around the quadrangle, walk through Murray-Herrick Campus Center and visit the residence halls. The following guidelines should be shared with candidates and their campaigns as they contact us:

- Candidates who want to visit campus must call the Dean of Students Office (651-962-6050) 24 hours before arrival and make arrangements for a visit. (For candidates who wish to visit the residence halls, see the final guideline below.)
- The Dean of Students Office will notify Campus Life (ext. 2-6130), the Undergraduate Student Government (ext. 2-6144), the Public Safety Office (ext. 2-5100) and the News Service (ext. 2-6404) in University Relations.
- The News Service will publish a short notice in *Bulletin Today* about candidate appearances.
- The Dean of Students Office will post a flyer on a designated bulletin board in Murray-Herrick saying when a candidate will arrive and that he or she will be allowed to walk through the building and elsewhere on campus to meet students and drop off literature.
- Candidates will be allowed to distribute campaign literature and to roam through Murray-Herrick and the lower quadrangle to meet students, faculty and staff. Candidates are discouraged from going into academic buildings, the libraries or computer laboratories.
- Campus Square in the lower level of Murray-Herrick will be the designated location if a candidate wants to sit at a table and greet people. Arrangements must be made through Facilities Scheduling
- The best hours to meet students are 9 a.m.-3 p.m. weekdays.
- Candidates may be present during events such as football games (O'Shaughnessy Stadium) and soccer games (South Field). Candidates may hand out literature outside the entrance to the stadium and on the campus drive near the soccer field, but booths or tables will not be set up for the candidates at these locations.
- The designated location to meet residence hall students is the lobby of Koch Commons. Contact the Residence Life Office 24 hours in advance to secure a table in the lobby. Candidates must contact Residence Life (2-6470) one week prior to their requested visit date in order to walk the hallways of the residence halls. With a prior appointment, reasonable hours for candidates' visits in the residence halls are Monday through Friday from 10 AM – 3 PM.

In Minneapolis, candidates and their campaigns should call Minneapolis Campus Services, 651-962-4007, for assistance.