



Bellingham Senior Activity Center

Presenter Policy

General Guidelines

1. Informational presentations are allowed at Bellingham Senior Activity Center (BSAC) if they are of a generic nature and of specific interest to senior citizens. Groups and presentations must be open to the full BSAC membership.
2. BSAC staff may actively recruit individuals and organizations to make informational presentations. Outside individuals and organizations may also approach BSAC requesting to make an informational presentation by submitting a Program Proposal Form.
3. Presentation content and handouts must be approved ahead of time by BSAC staff. Staff can refer a request to the Whatcom Council on Aging Board of Directors when in doubt about the appropriateness of a presentation.
4. Absolutely no sale of goods or services will be allowed as part of any informational presentation. However, if the presentation is a performance of art, including music, literature, and visual art created by the presenter or performer, the performer or author may choose to have the product that they are presenting available for purchase at said presentation.
5. BSAC staff will not endorse any company or product. This disclaimer will be posted in the BSAC monthly bulletin.
6. Companies or individuals wishing to sell a specific service or product may rent space in a senior center after hours on a space available basis by contacting the Whatcom County Parks and Recreation Dept at 733-2900. BSAC will in no way endorse, register participants or advertise these after hour rentals.

Approval Process

1. All interested parties must submit a completed Presentation Application Form – must be submitted by the 15th of the month prior to the desired presentation month.

2. Applications will be reviewed and if criteria are met, an approval will be granted.
3. Rejected applicants may wish to consider after hour facility rentals as an alternative.

Categorical Criteria

1. Non-profit agencies seeking to make a presentation should fit this criteria,
 - a) The IRS (501 C 3 or similar status) must officially recognize the non-profit agency.
 - b) Presentations must provide useful information to senior citizens.
 - c) Non-profit agencies will not be allowed to sell a product or service as part of their informational presentation.
 - d) Non-profit agencies will not be allowed to conduct fund-raising activities as a part of their presentation.
 - e) Non-profit agencies may rent the BSAC building after hours on a space available basis to sell products, services and conduct fund-raising activities. BSAC will not be affiliated with after-hours activities.
2. For profit companies and individuals seeking to make presentations should fit this criteria
 - a) Presentations must provide useful information to senior citizens and not be designed to promote a specific product or service.
 - b) Absolutely no sale of goods or services will be allowed as part of any informational presentation. However, if the presentation is a performance of art, including music, literature, and visual art created by the presenter or performer, the performer or author may choose to have the product that they are presenting available for purchase at said presentation.
 - c) Presenters are prohibited from scheduling follow up appointments or gathering a list of potential prospects.
 - d) Presentation content and handouts must be reviewed and approved by BSAC staff ahead of time.

- e) BSAC staff may wish to encourage other companies of a like nature to be a part of a presentation to avoid any appearance of favoritism.
- f) Companies may rent the BSAC building after hours on a space available basis to sell products or services. BSAC will not be affiliated with these after hour's activities.

Political Activities

Both the Federal Government (through our tax exempt status) and Whatcom County restrict political activities. This policy defines the limitations on political campaigning, lobbying and advocacy.

1. Political Elections – BSAC, its governing Board, staff or volunteers do not take a position on any individual candidate and will not engage in activities in any way to provide favoritism for one candidate or another. No WCOA resource will be used to support a candidate. Each year WCOA and BSAC hold an educational event, a Candidates Forum, where candidates of all parties are invited to present their issues. All candidates are given an equal opportunity to present their position and answer questions during the Forum, and to campaign among seniors at the Center. This is the only time when candidates are permitted to campaign at BSAC, which is on Whatcom County property.
2. Ballot measures and petitions – BSAC is not permitted to allow supporters to collect signature or to support ballot measures while in the Center or on Whatcom County property. As in the case of someone running for public office, BSAC can offer a public forum and invite representatives from both sides of an issue to present information on their perspective.
3. Because the Center is allowed a limited amount of lobbying, the WCOA Board could decide to authorize some lobbying. This would most often be in support of senior's issues or funding for programs offered at WCOA. The WCOA Board will approve any such lobbying. Generally any lobbying among participants at the Center will be discussed with Whatcom County Parks and Recreation personnel.
4. Representatives of political candidates, ballot issues and petition drives may rent senior center facilities after hours on a space available basis. BSAC staff will not be affiliated with after-hours activities.

Reference: The Restriction of Political Campaign Intervention by Section 501(c)(3) Tax-Exempt Organizations. <https://www.irs.gov/charities-non-profits/charitable-organizations/the-restriction-of-political-campaign-intervention-by-section-501-c-3-tax-exempt-organizations>