TITLE: Procedures for Posting Flyers and Posters on Student Life Bulletin Boards

EFFECTIVE DATE: *July 11, 2008 (*Procedural Update 2/20/18)

CANCELATION: None

DIVISION: Student Affairs

CATEGORY: Student Life

RESPONSIBLE DEPARTMENT: Office of Student Life

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish procedures for posting flyers and posters on all Office of Student Life bulletin boards.

2. **Scope and Authority**

This policy applies to all students, faculty, and staff of the College.

3. **Responsibilities and Procedures**

A. The Assistant Director of Student Life (or campus/site designee) is responsible for approving and ensuring all posters and flyers that are posted on the Office of Student Life (or designated campus/site office) bulletin boards are in accordance with Regulations for Posting Flyers and Posters on Delgado Campuses and Sites and Regulations for Posting Flyers and Posters on Charity School of Nursing Campus.

B. Requests for posting documents on bulletin boards from students, student organizations, and any off-campus group or individual must be submitted to the Assistant Director of Student Life (or campus/site designee) prior to posting.
C. Once approved with the appropriate date and stamp of the Office of Student Life (or designated campus/site office), the document is posted according to the respective campus/site procedures.

D. Posted documents are regularly removed according to the respective campus/site procedures.

E. Organizations that are interested in handing out flyers must request permission, in writing, from the Office of Student Life (or campus/site office designee) two weeks prior.

Attachments:
- Regulations for Posting Flyers and Posters on Delgado Campuses and Sites
- Regulations for Posting Flyers and Posters on Charity School of Nursing Campus

Review Process:
- Director of Student Life 3/13/08
- Student Affairs Council 7/11/08
- Assistant Vice Chancellor for Student Affairs 7/11/08

Approval:
- Assistant Vice Chancellor for Student Affairs 7/11/08
- Procedural Update - Vice Chancellor for Student Affairs 2/20/18