



INTERNAL POLICY AND PROCEDURE

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

**EFFECTIVE DATE:** July 11, 2008

**CANCELLATION:** 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 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 the "Regulations for Posting Flyers and Posters" for the respective campus. (Attachments A and B).
  
  - B. Requests for posting documents on bulletin boards from students, student organizations, and any off-campus group or individual must be submitted to the 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. (Attachments A and B)
- D. Posted documents are regularly removed according to the respective campus/site procedures. (Attachments A and B)
- 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.

*Attachment A:*            [Regulations for Posting Flyers and Posters on City Park Campus, West Bank Campus and Delgado Northshore](#)

*Attachment B:*            [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:*

<u>Signature</u>	<u>7/11/08</u>
Assistant Vice Chancellor for Student Affairs	Date



Regulations for Posting Flyers and Posters on

City Park Campus  
West Bank Campus  
Delgado Northshore

*ALL flyers and posters must be:*

- Approved and stamped in the Office of Student Life (or by Site Administrator for Delgado Northshore). This may take a maximum of 48 hours. *Note: Departmental postings do not need to be approved or stamped by the Office of Student Life (or by Site Administrator for Delgado Northshore).*
- Posted by the requestor

*ALL flyers and posters must NOT:*

- Be posted more than 30 days
- Contain vulgar, offensive or distasteful verbiage or images
- Be posted on glass, paint or wallpapered surfaces
- Be posted on departmental bulletin boards without departmental consent
- Be posted on trees, posts or railings
- Be placed on vehicle windshields

Posters or Flyers for Delgado-sponsored activities  
(Departments and Student Organizations)

- May post 30-35 flyers or posters total
- Must be posted on bulletin boards that are labeled “Departments/Student Organizations”

Posters or Flyers Selling Textbooks

- May post 8 flyers or posters total
- Must be posted on bulletin boards that are labeled “Textbook Sales”

Posters or Flyers for non-Delgado sponsored activities

- May post 10 flyers or posters total
- Must be no larger than ½ page (8 ½ X 5 ½)
- Must be posted on bulletin boards that are labeled “General Use/ Non-Delgado Related”

*Approved 7/11/08*



**Regulations for Posting Flyers and Posters on:**

**Charity School of Nursing Campus**

**All flyers and posters with general information for students and staff:**

- Must be posted on Lucite boards located near the elevators on the 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> floors and also on the Wall by the vending machines ONLY! SGA postings are priority in cases of limited space availability.
- Must be approved, dated and stamped by the CSN SGA Advisor or the CSN Dean of Administrative Affairs.
- Must be hung with masking tape only.
- May remain posted until the day following the event/activity announced and no longer than 30 days after date posted unless marked otherwise by CSN SGA advisor or CSN Dean of Administrative Affairs.
- Maximum size of posters is 8"x11".
- No postings will be approved with any derogatory images or wording.

*Official class bulletin boards located on the first floor by the elevators are used for official faculty and student notices. New policies and procedures which have been incorporated into the Student Handbook and official class notices will be posted to these boards. These boards are maintained by the office of the Dean of Learning and Student Development.*

*Cork bulletin boards outside each classroom are for course information and are maintained by Course Coordinators.*

*Approved 7/11/08*