



## 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*