

**INTERNAL POLICY AND PROCEDURE**

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

**EFFECTIVE DATE:** \*February 20, 2018 Procedural Update

**CANCELLATION:** SA-001 (7/11/08)

**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](#).
- 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](#)

*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