

Subject: Campus Posters/Publicity Policy
Number: 552
Issued by: Director of Student Life
Date: July 31, 2007

This campus policy is in addition to the Solicitation Policy.

The Office of Student Life is interested in assisting student organizations and campus departments and offices in their efforts to publicize their activities while maintaining the beauty of the USCB campus. A variety of avenues including the student newspaper and USCB E briefs are available for publicizing. To best meet the needs of the campuses, the following policy addresses the use of posted publicity.

- 1 All publicity must be on a bulletin board. Publicity will not be allowed on/around any other surfaces including: Windows, doors, walls (wallpaper, panel painted) stairwells, light fixtures, clocks, trash cans, sidewalks, furniture, telephones, trees or cars. Publicity found in the areas will be removed immediately.
- 2 Each student organization will be assigned a bulletin board space to post their own organizational announcements. These boards will be issued at the beginning of each semester. Organizations and departments that already have boards will keep the same boards. All boards will have a background, border, and letters. Each organization and department is expected to keep the board current and up-to-date. The boards will periodically be spot-checked by the Director of Student Life. If a board is found to be out-of-date, the group will forfeit the use of the bulletin board for the following semester. The Director of Student Life will immediately contact the organization.
3. If a student organization is not happy with the location of their board, they may appeal to the Director of Student Life. Every effort will be made to satisfy the group, within reason, the following semester. New student organization that register after the semester begins will receive a board the following semester.
4. There will be additional open boards that are for the use of the entire University community. The Student Life Office must approve all items on these boards. Each organization is responsible for removing their outdated materials.
5. No posters larger than 30" x 24" (L&W) will be allowed on the open boards.
6. Banner may be hung only with permission of Student Life.
7. All publicity for open boards must obtain permission in the Student Life Office. A maximum of 10 days to post a flyer is allowed.