

**College of Health Care Sciences  
Office of Student Affairs**

Student Posting and Publicity Policies

Guidelines/ General Posting Policies

Following are some posting guidelines:

Materials should not be posted or distributed until the CHCS Office of Student Affairs has approved the advertisement.

All advertisement must include:

Name of the organization

Name of the event

Date, time, and location of the event

Contact information

Advertisement must be within the university guidelines and be respectful of a diverse audience.

All posters are subject to the approval of the Assistant Dean of Student Affairs.

Advertisement may only be placed in designated areas, unless special permission is given by the Assistant Dean of Student Affairs.

All publicity must be taken down by the student organization within two weeks after the event.

The posting of material(s) shall be consistent with the orderly conduct of the university's affairs, the maintenance of university property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Distribution by means of personal solicitation, accosting individuals, hawking, or shouting is strictly prohibited.

All student organization flyers and posters must be approved by the Office of Student Affairs.

Organizations should submit copies of the flyer for approval to CHCS Student Affairs at least 10 business days prior to the event. Student Affairs staff will immediately approve the printed materials for posting in the Student Affairs Office located in Terry Building 2<sup>nd</sup> Floor, Room 1245.

Specific Posting Policies

Acceptable Publicity & Unacceptable Publicity

Acceptable Forms:

Events or information associated with CHCS Student Government Associations

Events or information associated with CHCS administrative offices or academic programs

CHCS students selling a car, book, furniture or searching for a roommate

Unacceptable Forms:

Any publicity that refers to alcohol or other drugs.

Publicity that contains statements or pictures that would reasonably be perceived as offensive or insensitive to any group on the basis of religion, ethnicity, age, disability, gender or sexual orientation.

Publicity for outside companies or vendors.