

## **Posting Policy on Campus**

### **9-28-06**

The Office of Student Leadership & Involvement helps to regulate the posting policy on the Lewis University campus. The Student Leadership and Involvement Office (SLI) with any other University Office has the right to uphold the on-campus posting policy. In attempts to regulate the distribution of flyers, posters and other printed material that is posted on campus, the SLI Office approves all signs before they can be posted. Just because a printed material is approved by the SLI office, this does not mean that the event is an event sponsored by the SLI Office.. The approval means that the SLI Office staff has read the printed material and has found nothing to be against the mission of the university or any inappropriateness to be displayed on campus. If a group wants to have the activity be registered on campus, there is a more lengthy protocol to be followed.

All printed material must be given to the SLI Office prior to the event to being publicized. It is easier for the SLI Office to have a white copy of the printed material two weeks in advance of the event. This allows the SLI staff to approve it, stamp it and return it to you, to be copied and posted in the appropriate locations.

Failure to uphold the university posting policy can result in appropriate disciplinary action against a student or student organization. Any questions or clarifications, please see the SLI Office located in the Student Union on the main level.

### **How Can I Post?**

- You are required to use a stapler or push pins for all bulleting boards.
- You are required to use scotch tape (as little as possible) for other locations.
- You CANNOT use DUCT TAPE or electrical tape for any reason.

### **What Can I Post?**

- You can post regular 8 1/2 X 11 flyers.
- You can get special permission from the SLI office to hang a butcher block sign in the student union.
- You can request special permission for other buildings, as well; however this needs to be requested three weeks before the event).

### **When Can I Post?**

- You can post flyers as soon as they are stamped by the SLI Office.
- You MUST remove all posting no later than two business days at 5:00 pm. after the event date.

### **Where Can I Post?**

- You can post on any designated bulletin board.
- You can post in the University Kiosks (depends on space)
- You can make copies for each RA to post in the residential buildings.
- You can get special permission to post through the university e-mail system by the SLI Office.
- You CANNOT post on doors, walls and windows of any university building.

Designated Bulletin boards ( 9 around campus) are:

- Academic Building
  - One next to room A-140
  - One between A-131 and A-131B
  - One btw A-130 and S200
- First Floor LRC stair way
- Library near the door on both the sides
- College of Business Hallway
- College of Nursing near the entrance/Hallway
- Rec Center next to the Front Desk.
- Student Union next to U200 (2<sup>nd</sup> Floor)

Kiosks ( 6 around campus) are:

- Outside student Union
- Harold E White
- Parking lot C near the Charlie's Place
- Outside Academic Building between walkway towards library
- In front of College of Business
- Outside College of Nursing