



Guidelines for the Posting of Printed Materials Flyers & Posters

GUIDELINES FOR POSTING BY *ON-CAMPUS ORGANIZATIONS* ONLY

Currently recognized on-campus student organizations, departments and programs may post an unlimited number of approved flyers/posters on campus. These flyers/posters may be posted for a **maximum of one (1) month**, and may only be posted in designated areas in adherence to the guidelines detailed below. Every flyer posted **must be approved** by the Student Organization Resource Center (SORC). Approved flyers will be designated by a prominent “*Approved – Dean of Students*” Stamp, and must be initialed by the SORC staff.

Note: Any flyers found posted lacking the appropriate stamp of approval or found posted in an unapproved location will be **removed immediately**. Individuals or organizations found posting in an unapproved location or without proper approval by the SORC will be considered in violation of the CSUF Posting Policy, and subject to the penalties therein.

For flyers/posters up to 11" x 17":

DO:

- ... **Bring or email (sorc@fullerton.edu) your original flyer to the SORC office for approval.** (please anticipate your stamping request to take up 24 -- 48 hours to process.)
- ... **Completely spell out the name** of your on-campus club, organization, or sponsoring department.
- ... **Clearly show the event name** (meeting, dance, workshop, etc.).
- ... **Clearly show the date, time and place** of the event being advertised.
- ... Provide a contact name and phone number or email address.
- ... **Remove expired items, unstamped items, or items which exceed more than one posting per open board.**
- ... **Use tape, thumb tacks, staples on appropriate surfaces** (bulletin boards).
- ... Indicate the name of the sponsoring organization in English for flyers or posters written in languages other than English. In addition, the group must provide the Dean of Students Office with an English translation of the information on the poster or banner **prior to being granted approval for posting.**

DO NOT:

- ... Post more than **one (1) flyer/poster per bulletin board**, planter area, dirt spots or bush locations.
- ... Use an acronym instead of the full name of your organization.
- ... Put up materials for events more than one month away; materials can only be up for 1 month at a time!
- ... Use inappropriate methods to attach flyers (tape over painted surfaces).
- ... **Use a sandwich board.**
- ... Remove or post over another group's flyers if the approval stamp has not expired.

Approved Posting Locations

Indoors

- **On the numerous open bulletin boards** located inside campus buildings for a 1-month period (i.e., McCarthy Hall, University Hall, Humanities, Titan Student Union, etc.).

Outdoors

- Post information **in conjunction with a table set up in the Central Quad or on Titan Walk to distribute information, promote an event, etc.**
- **Post on wooden stakes that are driven into dirt locations** in campus landscape areas with adherence to the following:
 - Stakes must be no taller than 3 feet.
 - The name of the organization must be printed on the stakes.
 - Stakes must be driven into dirt surfaces only, any grass-covered surface or dirt area within a grass location is **not** allowed.
 - Organizations must provide their own stakes.
 - No more than one poster per planter/landscape area.

Prohibited Posting Locations

- **On union related bulletin boards, Departmental or Office bulletin boards without procuring prior permission from the department/office.**
- **Titan Walk and Performing Arts Promenade.**
- Nutwood and State College Parking Structures.
- On wooden stakes **into any grass-covered surface.**
- **On walls, glass, doors, plywood barriers at construction sites, trees, light poles, permanent signs, ATM machines, atop other signs, telephone booths, vending machines, tables, benches, or any location not listed above.**
- **Sandwich Boards**
 - Unfortunately, the Dean of Students Office cannot allow the placement of temporary and/or movable structures (sandwich boards) to be used to post flyers or posters due to following issues: safety and aesthetic concerns; they provide a location for unauthorized postings; and because of the potential for the increase in the number of these boards on campus. Club and organization sandwich boards are not allowed with the exception of an easel placed temporarily in conjunction with an event or information table in the Central Quad or Titan Walk. An exception is being made to allow the boards located at the Langsdorf Patio location, provided that they are properly maintained. Please direct any questions or concerns regarding sandwich boards to Dr. Esiquio Uballe, Associate Dean of Student Life at euballe@fullerton.edu or call (657) 278-7622.

Removal of Materials

Materials not posted in accordance with the above guidelines will be removed by the custodial staff. Removal from open boards shall be the responsibility of the SORC. **Anyone may remove expired items, items which exceed more than one posting per open board/landscape location (indoors and outdoors), or items that have not been stamped by the SORC to make room for new materials.**

Posting Violations

Organizations, Departments or Programs that violate the posting policy will be subject to posting privilege revocation.