

## Guidelines for the Posting of Printed Materials: Flyers

### **GUIDELINES FOR POSTING BY ON-CAMPUS ORGANIZATIONS ONLY**

Currently recognized on-campus clubs and organizations may post an unlimited number of approved flyers on campus. These flyers may be up for a **maximum of one (1) month**, and may only be posted in designated areas (detailed below). Every flyer posted by a recognized club/organization **must be approved** by the Student Organization Resource Center. Approved flyers will be designated by a prominent “Approved – Dean of Students” stamp, and will be initialed at the SORC’s discretion.

For flyers and posters (8 ½" x 11" up to 11" x 17"):

#### ***Do<sup>1/4</sup>***

- ... **Bring your original flyer to the SORC for approval**
- ... **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
- ... **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**.

#### ***Don't<sup>1/4</sup>***

- ... Post more than **one (1) flyer or poster per open board**
- ... Use an acronym instead of the full name of your organization
- ... Forget to show all necessary details if advertising an event or meeting
- ... Put up flyers for events more than one month away (flyers can only be up for 1 month at a time!)
- ... Use inappropriate methods to attach flyers (tape over painted surfaces)
- ... **Use an A-Frame (sandwich board)**
- ... Remove another group's flyers if the approval stamp has not expired

**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.

## 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.).
- **Having procured prior department permission** to post on departmental bulletin boards

*Note: student organizations are responsible for removing all expired flyers*

### *Outdoors*

- Post information on easels **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** in campus landscape areas
- **And if you use wooden stakes:**
  - Stakes must be no taller than 3 feet
  - The name of the student organization must be printed on the stakes
  - Stakes must be driven into dirt; please avoid any grass-covered surface
  - Student organizations must provide their own stakes

*Note: student organizations are responsible for removing all expired flyers and stakes*

## Prohibited Posting Locations

- **On union related bulletin boards**
- **On departmental bulletin boards without procuring permission from the department**
- 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 or any location not listed above**

### A-Frames (Sandwich Boards)

Cal State Fullerton does not 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.

Please direct any questions or concerns regarding A-Frames to the Associate Dean for Student Life at (714) 278-7622.

#### Removal of Materials

Removal of materials from open boards shall be the responsibility of the Student Organization Resource Center. **Anyone may remove expired items, items which exceed more than one posting per open board (indoors and outdoors), and/or items that have not been stamped by the Student Organization Resource Center to make room for new materials. Please report postings that are in violation to the SORC.**

#### Posting Violations

Student organizations that violate the posting policy will be subject to the following. The first two violations will result in warnings that will be issued through letters sent to the president and advisor. A third posting violation will result in the suspension of posting privileges. Student organizations can appeal to have these privileges reinstated. For more information, contact the Associate Dean for Student Life at (714) 278-7622.