On-Campus Organizations

Currently recognized on-campus student organizations seeking approval to post flyers and posters within the Housing Community must follow the steps below:

1. Original flyer/poster must be approved on behalf of the Student Life & Leadership Office (SLL). SORC is located in TSU 234.
   
   Web Form:  

2. Approved flyers will be designated by a prominent “Post Til” stamp.
   
   - For flyers/posters with a specific date, the "Post Til" date will be a day after the event concludes (as indicated on the flyer/poster)
   - For flyers/posters without a specific date, the "Post Til" date will be a month from the date SLL received the initial request.
   - For handbills (flyers smaller than 8.5 x 11), a "Post Til" stamp is not required.

3. Deliver the approved printed materials to the Housing Department - Attn: Tracy Shadowens. Please be sure to note any special directions. The on-campus organization is responsible for providing the number of copies needed for posting.
   
   - One per housing community floor plus four common area postings – 48 copies
   - One per resident mailbox – 708 copies

4. For special requests regarding your posting, contact Coordinator, Administration and Conference Services, Tracy Shadowens at tshadowens@fullerton.edu.

5. Housing and Residence Life will post your flyers/posters within the Housing Community as time and space permits. No student organization may enter the halls to conduct their own posting. Individuals found in unapproved locations will be considered as trespassers and subject to university sanctions.
**On-Campus Departments**

1. Approval from SSL is encouraged but not required. The Student Life and Leadership Office (SLL) is located in TSU 234.
   Web Form: https://fullerton.collegiatelink.net/accountlogonrequired?ReturnUrl=%2Fform%2Fstart%2F72574

2. The on-campus department is responsible for providing the number of copies needed for posting. Deliver your printed material to the Housing Department - Attn: Tracy Shadowens. Please be sure to note any special directions.
   - One per housing community floor plus four common area postings – 48 copies
   - One per resident mailbox – 708 copies

3. Housing and Residence Life will post department flyers/posters within the Housing Community as space and time permits. No department representative may enter the halls to conduct their own posting. Individuals found in unapproved locations will be considered as trespassers and subject to the appropriate university sanctions.

**Current Residents**

1. Contact Tracy Shadowens, Coordinator, Administration and Conference Services at tshadowens@fullerton.edu to make posting arrangements. Please anticipate that your request will take up to three business days to process. You flier cannot sell any merchandise nor advertise an event off campus.

2. Provide your contact information including full name, email, telephone number, building and room number with an explanation of what you would like to post and why.

3. Once your printed material is approved, you are responsible for providing the number of copies needed for posting. Deliver your printed material to the Housing Office (ATTN: Tracy Shadowens). Please be sure to note any special directions.
   - One per housing community floor plus four common area postings – 48 copies
   - One per resident mailbox – 708 copies
**Off-Campus Vendors**

Off-campus vendors interested in advertising within the Housing Community should contact Tracy Shadowens, Coordinator of Administration and Conference Services at tshadowens@fullerton.edu to make posting arrangements.

Vendors interested in sponsoring on-campus events for Housing Community residents should contact Tracy Shadowens, Coordinator of Administration and Conference Services at tshadowens@fullerton.edu.