General Posting and RSO Mailbox Distribution Advertising Policy and Guidelines

Flyers and posters are temporary advertising and communication tools used by students, registered student organizations, University departments and other approved groups at Saginaw Valley State University for non-commercial purposes. Approval must be obtained by Student Life by submitting a *General Posting Request Form.* Student Life staff will approve and post all materials.

Department assigned posting boards remain under the control and supervision of the respective department and are not subject to the posting guidelines.

Types of General Posting Options

Flyers: 8.5"x11" Vertical Flier in **35** locations (Posted up to one month in advance)
11"x17" Vertical Fliers in **11** locations (Posted up to one month in advance)
Poster Board: 22"x28" Poster Board in **1** location (Posted three days in advance)
RSO Mailboxes: There are approximately **130** registered student organizations (Size 8.5"x11")
Sidewalk Chalk and Window Painting: Sidewalk chalk and/or window painting will be considered only in special circumstances and on a case by case basis by the Assistant Dean of Student Life. Requests should be emailed at least 21 days in advance to *studentlife@svsu.edu.*

Groups that may post on Campus

RSOs and University Departments
Flyers/posters/RSO Mailboxes promoting campus meetings and activities
SVSU Students
SVSU students not affiliated with a RSO may submit postings to be distributed on a space-available basis.
Non-profit Community Organizations
May submit postings on a space-available basis.
For-Profit and For Sale flyers
The Consumer Corner in the Student Center is the designated location for these items. (10 copies no larger than 8.5"x11")

Posting Process

Individuals are not allowed to personally post their flyers on campus. Student Life staff will be responsible for posting all General Campus Postings. The following are the steps to be followed to submit your materials:

RSO/Department/Groups Responsibilities

1. Decide what type of flier or poster board promotions you want to do.
2. Design your flyer or poster board text. (You may submit your design prior to printing for approval of content to jsschoen@svsu.edu)
3. Print desired amount of materials.
4. Submit materials with *General Posting Request Form* to Student Life.

Student Life Responsibilities

5. Review submission.
6. If a correction is needed, Student Life staff will contact you to make the necessary corrections.
7. Once materials have been approved, Student Life staff will post materials within 3 business days.
8. When designated posting time has passed, Student Life staff will remove materials.

Guidelines for Fliers and Poster Boards

- All postings must be approved and posted by Student Life. Postings without Student Life approval will be discarded.
- There are **35** bulletin board locations for 8.5"x11" vertical fliers. There are **11** bulletin board locations for 11"x17" vertical fliers. Posting is limited to one posting per bulletin board location.
- Must be in good taste, free from profanity, nudity, or sexually suggestive graphics/phrasing.
- Cannot promote the consumption of alcohol (such as, but not limited to drink specials, pictures suggesting alcoholic beverages, or mention of a "bar")
- Cannot include discriminatory or derogatory statements or graphics.
- Activity must comply with University/RSO policies and guidelines.
- Fliers must list sponsoring group's name (RSO, Department or Non-profit agency).
- Fliers must have an accurate contact name and phone number or email printed on the posters.
- Poster Boards will be displayed 72 hours prior to the event.
- All fliers will be removed after date stamp on flier.
- Student Life reserves the right to review and refuse to post any materials, and will provide a written reason for the refusal.
- Postings will be placed on a space-available basis. Posting on specific dates or in specific locations cannot be guaranteed.
- Size limitation for mailbox distribution is 8.5" x 11" and size limitation for posters are 8.5" x 11" and/or 11" x 17".
- Must include American with Disabilities Act (ADA) Statement. (Provided Below)

Public events sponsored by the University and its affiliates (all RSOs, Departments, etc.) must include the following statements:

"SVSU will provide reasonable accommodations for those persons with disabilities. Individuals who wish accommodations should contact Student Life at 989.964.4170 [or sponsoring department if not an RSO] at least three days prior to the event."

"SVSU does not discriminate based on race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability or Veteran status in the provision of education, employment and other services."

Violation of the Posting Policy

Student organizations, individuals, departments and offices found to be in violation of this policy may have their posting privileges revoked. Disciplinary action through the Code of Student Conduct may be pursued if a student or student organization violates any part of the posting policy.

General Posting Request Form

- Please review SVSU General Posting Policy guidelines prior to submitting materials.
- Flyers must be turned in at least five (5) business days before the event date.
- It is advised that flyers be submitted three (3) business days before the desired posting date.
- Placement is on a space available basis and is not guaranteed.
- An extra copy of the flyer must be attached for the office file.

Submit Materials and General Posting Request Form to Student Life SC101.

Person Submitting Materials _____

Phone _____ **Email** _____

Name of the Event, Meeting, etc. _____

Desired posting start date_____

Desired posting end date _____

Name and Type of Group Submitting Materials

- ☐ **Sponsoring RSO** (in good standing)_____
- ☐ **SVSU Department** _____
- ☐ **Non-profit Agency** _____

Check All That Apply:

- ☐ **Fliers:** (8.5"x11" Vertical Flier) 35 Copies (Posted up to one month in advance)
- ☐ **Fliers:** (11"x17" Vertical Fliers) 11 Copies (Posted up to one month in advance)
- ☐ **Poster Board:** (22"x28" Poster Board) in 1 location per event (Posted three days in advance)
- ☐ **RSO Mailboxes:** (Size 8.5"x11") 130 Copies

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For Student Life Use Only

Date submitted _____
Employee initials_____
___Organization/Dept. name
___Contact name, number and email
___Event is at least ten (10) days away
___ADA statement w/phone
___No alcohol, bar or other questionable material
___Date distributed/hung

Approved By: _____ Date Approved: _____