



Sam Houston State University

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POSTING AND DISTRIBUTION OF PRINTED MATERIALS

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1. Purpose

1.1 The purpose of this statement is to delineate policy and procedure relating to the posting and/or distribution of printed materials on the university campus.

1.2 The specific objective is to establish policies and practices pertaining to the distribution of printed materials on the university campus to provide an atmosphere conducive to the educational purposes of the university.

2. Review

2.1 The responsibility to review and to recommend the revision or cancellation of this policy statement resides with the Dean of Students' Office.

2.2 This policy shall be reviewed annually.

3. Eligibility

3.1 SHSU Departments may post and/or distribute printed materials on the university campus in compliance with university policy.

3.2 Students and officially recognized student organizations may post and/or distribute printed materials on the university campus in compliance with university policy.

3.3 Private Enterprise and/or Off-Campus Organizations will be permitted to post and/or distribute printed materials on the university campus only during Bearkat Mania. Posting and/or distribution of printed materials at times other than Bearkat Mania will be subject to approval by the Director of Student Activities.

4. Posting

Dean of Students' Office

[Home \(/dept/dean-of-students/\)](#)

Student Support & Restorative Practices

[Student Guidelines \(/dept/dean-of-students/guidelines/student-guidelines\)](#)

[Students of Concern \(https://cm.maxient.com/reporting/SamHoustonStateUniv&layout_id=5\)](https://cm.maxient.com/reporting/SamHoustonStateUniv&layout_id=5)

[Student Grievances \(/dept/academic-affairs/grievances.html\)](#)

[Absences \(/dept/dean-of-students/absence.html\)](#)

[Student Legal & Mediation Services \(/dept/student-affairs/legal/\)](#)

Student Engagement & Retention:

[Freshmen Leadership Program \(/dept/dean-of-students/organizations/freshmen/\)](#)

[Orange Keys \(/dept/dean-of-students/organizations/orange-keys/\)](#)

4.1 No signs, posters, or advertisements shall be nailed, tied, hung, written or otherwise affixed to any trees, bushes, buildings, walkways, posts, fences or any university fixture, without prior approval from the Director of Building & Landscape Services. ALSO, NO HANDBILLS MAY BE PLACED ON CARS PARKED ON UNIVERSITY PROPERTY.

4.2 SHSU Departments may post printed material on designated campus bulletin boards – no stamp of approval is needed, but one will be provided by the Department of Student Activities, if desired. Departments may also place sandwich boards and yard signs on campus in compliance with the policy written below.

4.3 Students and officially recognized student organizations may post printed material on designated campus bulletin boards with stamped approval of the Department of Leadership Initiatives.

4.4 Each building liaison or their designate is responsible for monitoring their building's bulletin boards.

4.5 Students and officially recognized student organizations may post sandwich boards and yard signs with prior approval from the Department of Leadership Initiatives. To obtain approval, send a photograph of the board/sign to leadership@shsu.edu. The requesting party will receive email confirmation of the approval/denial/suggested edits, and a record of the request will remain on file with the department.

4.6 Yard signs must conform to the general rules as follow:

1. Yard signs size may not exceed 24" x 24"
2. Yard signs should be placed in prepared planter beds around campus first
3. If yard signs must be placed in turf areas, they must not impede watering systems
4. Yard signs cannot be placed in Bearkat Plaza without the approval of the Vice President of Student Affairs.
5. If promoting an event or activity, yard signs must be removed within 24 hours of the end of the event.
6. Yard signs must include contact name and information. This information is necessary if the sign is found, damaged, or needs to be moved from its original location
7. Lost, stolen, and/or damaged yard signs are the responsibility of the individual owner, student organization, or department.

4.7 Sandwich boards must conform to the general rules as follow:

1. Sandwich boards cannot impede or restrict the flow of vehicular or pedestrian traffic
2. Boards may not be chained or locked to University property, including handrails, street or lamp posts, and buildings
3. Sandwich board size may not exceed 48" tall x 36" wide
4. Boards should be weighted to withstand wind and other weather conditions
5. Sandwich Boards cannot be placed in Bearkat Plaza without the approval of the Vice President of Student Affairs.
6. If promoting an event or activity, sandwich boards must be removed within 24 hours of the end of the event.
7. Sandwich Boards must include contact name and information. This information is necessary if the board is found, damaged, or needs to be moved from its original location.
8. Lost, stolen, and/or damaged sandwich boards are the responsibility of the individual owner, student organization, or department.

4.8 All printed materials must conform to the general rules as follow:

1. Printed materials may not exceed an overall size of 14" x 22" (unless posted on a sandwich board or yard sign).
2. Posted materials must not cover prior posted materials and must not extend beyond the edges of the bulletin board.
3. Defaced material is subject to removal.
4. Posted materials must identify campus affiliate, sponsoring organization, or individual student.
5. Materials may be posted for a period not to exceed two weeks or until the conclusion of the event (whichever applies first). Prompt removal of expired postings is the responsibility of the sponsoring student or organization.
6. Materials posted in violation of printed policies are subject to removal and sanction by the university (Dean of Students' Office).

5. Distribution

5.1 Departments, students, and officially recognized student organizations may distribute printed materials on the university campus in compliance with university policy. Printed materials may be distributed, except

Student Government Association (/dept/dean-of-students/organizations/sga/)
Greek Life (/dept/dean-of-students/greeklife/)
Keys of Excellence (/dept/dean-of-students/keys-of-excellence)
Raven's Call (/dept/dean-of-students/ravens-call/)
Leadership Initiatives (https://www.shsu.edu/dept/leadership/initiatives/)
Expressive Activity (/dept/dean-of-students/expressive-activity/)
Parent & Family Relations: (/dept/dean-of-students/parent-relations-office/)
SHSU Parents' Association (/dept/dean-of-students/parents-association/)
Bearkat Family Weekend (/dept/dean-of-students/weekend/)
Parent Engagement Platform (https://shsu.campusesp.com/signu)
Additional Parent & Family Resources (/dept/dean-of-students/parent-resources)

in recreational and/or athletic facilities, residence halls, and academic buildings. Students must also obtain permission from proper building/campus liaisons for distribution.

5.2 Direct distribution in residence halls will not be permitted, including door to door distribution. Items for distribution or posting in Residence Halls must be submitted to the Residence Life Office for their staff to distribute/post.

6. Special Printed Materials

6.1 Advertisement of co-sponsored activities should give equal billing to the sponsoring student organization. The organization's name and/or logo should be prominent and visible on all printed materials.

6.2 Guidelines for Advertising Alcohol-Related Functions on campus. Purpose: To encourage the responsible use of alcohol, and to insure that advertising for alcohol-related functions convey the basic principles of responsible hosting.

- a. Non-alcoholic beverages and/or food must be advertised equal to the advertising for alcoholic drinks (same size print, etc.).
- b. Any printed advertisement for an activity involving alcohol must be stamped or printed with: "Responsible Use of Alcohol is Expected."
- c. The activity must be portrayed as a social activity, having a purpose other than the consumption of alcohol.
- d. The overall advertisement must be in "good taste," as determined by the Department of Leadership Initiatives (no "Drink and Drown," etc.).
- e. The advertising material must clearly indicate sponsorship by an officially registered student organization.
- f. All policies and procedures as published in the solicitation policy in this publication must be followed.

7. Organization Letters, Signs and Logos

7.1 Organization letters, signs and logos may be placed outdoors on campus. All letters, signs and logos are limited to a maximum height of four feet.

8. Appeals

8.1 Appeals of this policy by students or university recognized student organizations will be reviewed by the Dean of Students' Office.

[Back to Guidelines \(/dept/dean-of-students/guidelines/student-guidelines/\)](https://www.shsu.edu/dept/dean-of-students/guidelines/student-guidelines/)



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Accreditations ([//www.shsu.edu/dept/accreditation](https://www.shsu.edu/dept/accreditation))

Policies ([//www.shsu.edu/intranet/site_policies.html](https://www.shsu.edu/intranet/site_policies.html))

Open Records ([//www.shsu.edu/dept/office-of-the-president/policies/PRE20OpenRecords2022.pdf](https://www.shsu.edu/dept/office-of-the-president/policies/PRE20OpenRecords2022.pdf))

KatSafe - Emergency Management ([//www.shsu.edu/katsafe](https://www.shsu.edu/katsafe))

Texas Homeland Security (<http://www.texas homelandsecurity.com/>)

Texas Veterans Portal (<https://veterans.portal.texas.gov/>)

Contacts

University Contacts ([//www.shsu.edu/intranet/policies/contacts.html](https://www.shsu.edu/intranet/policies/contacts.html))

Personnel & Department Search ([//www.shsu.edu/directory](https://www.shsu.edu/directory))

Contact the Web Editor (https://shsu.co1.qualtrics.com/jfe/form/SV_4OvEFpCK1g8C4ZL?CurrentPage=https://www.shsu.edu/dept/dean-of-students/guidelines/printed)

Office of the President ([//www.shsu.edu/dept/office-of-the-president/](https://www.shsu.edu/dept/office-of-the-president/))

Administration ([//www.shsu.edu/about/people/our_admin.html](https://www.shsu.edu/about/people/our_admin.html))

Faculty & Staff (https://www.shsu.edu/about/people/our_faculty_and_staff.html)

State of Texas (<https://texas.gov/>)

Employment (<https://www.shsu.edu/dept/hr/employment/>)

Mental Health Counseling ([//www.shsu.edu/dept/counseling/](https://www.shsu.edu/dept/counseling/))

Title IX (Sexual Misconduct) ([//www.shsu.edu/titleix/](https://www.shsu.edu/titleix/))

Annual Security & Fire Report (Clery Act) ([//www.shsu.edu/dept/public-safety/upd/annual.html](https://www.shsu.edu/dept/public-safety/upd/annual.html))

The Texas State Auditor's Office Hotline (<http://sao.fraud.state.tx.us/>)

Online Institutional Resumes (<http://www.thecb.state.tx.us/apps/resumes/>)

Governor's Committee on People with Disabilities (<http://governor.state.tx.us/disabilities/>)

Where the Money Goes (<https://comptroller.texas.gov/transparency/revenue/>)

Texas CREWS (<http://www.thecb.state.tx.us/apps/txcrows/>)

TRAIL (<http://www.tsl.state.tx.us/trail/>)

Report Fraud and Abuse (https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=12867)

Public Access to Course Information (<http://www.shsu.edu/services/HB2504.html>)

Web Site Accessibility (<http://www.shsu.edu/intranet/policies/administrative/web-accessibility.html>)

CARES (<http://www.shsu.edu/katsafe/restart2020/CARES-funding>)

MEMBER THE TEXAS  STATE UNIVERSITY SYSTEM

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