

Office of Student Activities Posting Policy

Full Policy can be found in the Student Organization Handbook

- Fliers and posters must be approved and stamped by the Office of Student Activities
- Only registered student organizations, departments and sponsored events may have postings
- Only one flier posting per bulletin board for each event
- Fliers may only be posted on OSA numbered bulletin boards (see page 2 for locations)
- All postings must clearly state the sponsoring organization(s)
- All acronyms must be spelled out every time
- All fliers must be removed within 24 hours of event completion
- Please treat the work of your fellow students/faculty/staff with respect. Willful destruction or defacement of postings may constitute a violation of the University's Code of Conduct.

Residence Hall Posting

You must gain approval from the Residence Hall Director (RHD) of each individual hall before placing anything in the windows or in the building.

If you wish to have fliers placed on each floor and the lobby bulletin board, you must bring 37 **stamped/approved** fliers to the Office of Residence Life located at 423 S. Gladstone. Fliers must be dropped off at least 5 days before an event to ensure they are posted in time. Large banners posted must be stamped and can only be placed in the following: Watkins Hall in the main lobby and on the windows, Jenks Hall in the front entrance of Jenks East , Wilkinson Hall in the entrance and stairwell wall, or in Memorial/Davis Halls - Common area or entryways.

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OSA Approved Bulletin Board Locations

***All material being posted that is not on a bulletin board may only be applied with masking tape ***

Stephens Hall:

1. Southeast entrance 1st floor
2. Southwest entrance 1st floor
3. 1st floor (near room 126)
4. Southeast stairwell
5. Southwest stairwell
6. 2nd floor above drinking fountain (near room 213)
7. 2nd floor Southeast entrance
8. 2nd floor (near room 201)
9. 2nd floor (near room 221)

Institute for Collaboration:

10. 2nd floor
(near East stairwell across from vending machines)
11. 3rd floor (near East stairwell)

Alumni Hall:

12. Student Dining Hall

Dunham:

13. South entrance 1st floor

14. East entrance 1st floor
15. 2nd floor (near Northeast stairwell)
16. 2nd floor (near room 221)
17. 2nd floor (across from room 214)

Eckhart:

18. 4th floor (near room 415)
19. 4th floor (near elevator)

Spartan Spot:

20. Top of stairwell north entrance
21. Middle of stairwell

Fitness Center:

22. Near restrooms

Other locations to post large banners and posters:

Dunham Atrium (on the brick only near South entrance)
Spartan Spot stairwell walls

Pillars in the Spartan Spot are for APB use only

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