

J. Campus Posting Policy/Signage

The following policy has been created to help establish appropriate guidelines and protocols regarding the posting of flyers and other forms of advertisement for campus events and programs. All students, and student organizations, should follow these guidelines when posting materials around campus.

Chalking:

Chalking is permitted on campus grounds. Any chalking must be placed on horizontal surfaces that can be hit by the rain (i.e. sidewalks, but not building walls) and should not be placed on stone, cobblestone, or marble surfaces, even if they are horizontal. Chalking must be done with sidewalk chalk, other forms of chalking such as chalk pens or chalk paint are prohibited. All chalking is expected to be respectful and in line with all College policies regarding appropriate behavior. Any individuals or student groups found violating these guidelines will be subject to disciplinary action through the code of conduct and/or ICC.

Flyers:

Any flyer posted on the Sweet Briar campus by a student, or student organization, MUST first be approved through the Office of Student Life. Students should bring their flyer to the Office of Student Life prior to making copies (the Office of Student Life will only stamp 1 flyer per design). Upon approval, the Office of Student Life will stamp the flyer with an approved through date, indicating how long the flyer may be posted. Once approved, the following guidelines should be followed:

- Flyers promoting a specific campus event or program will be approved for no longer than a two-week period.
- Flyers should include the sponsoring organization's name, event, date, time, and location.
- General flyers promoting campus departments, services, or other College initiatives may be approved for no longer than one month.
- Flyers should be posted on solid walls and approved bulletin board. They should not be affixed to windows, glass surfaces, doorways, or in stairwells.
- The Office of Student Life reserves the right not to approve any flyer that promotes alcohol or drug use, has explicit language, or is disrespectful of another individual, club or organization, or is generally negative in nature.
- The student, or student group responsible for the flyer is expected to remove all flyers at the end of their approval period.
- The Office of Student Life reserves the right to remove any flyer that does not have a valid approval date clearly marked on the flyer.
- The Office of Student Life reserves the right to move or remove any flyer posted in a space that is prohibited.
- Students and student groups found violating the flyer posting guidelines will be subject to disciplinary action through the code of conduct and/or ICC.

Student Life recommends that students make approximately 40 flyers, which should be enough for all RA's to post on their floors and the major gathering locations throughout campus.