



Posting Policy

Center for Student Involvement

Contact Information

141 E. College Ave
Alston Campus Center, Room 216
Decatur, GA 30030
404.471.5879

Posting and Marketing Policies

Purpose of Posting Policy

Agnes Scott College should be free from excessive and abusive postings, communications, chalking, and litter, which defaces and depreciates the value of the grounds and facilities of the campus. The following policies are designed to regulate the use of posting space. Commercial advertising of any kind is not permitted. The College reserves the right to deny posting of any materials on campus.

Registered Student Organizations and Off-Campus Organizations

Registered student organizations and off-campus communications must go through the Student Activities Office for approval of materials intended for posting. They must also abide by the following guidelines and requirements for posting.

Guidelines for Postings

All communication intended for on- and off-campus audiences by registered student organizations represents Agnes Scott College and is subject to proofreading, editing, and review by the Center for Student Involvement. Postings are defined as flyers, letters, banners, chalking,

emails, posters, programs, public folders, postcards, easels, table tents, announcements, newsletters, and any other medium of communication that is used to announce an event or message.

Posting Process

A final copy of all printed materials is to be dropped off at the Student Activities Office (Alston Campus Center, Room 216) for posting approval. Once approved, the poster will be stamped with an approval stamp and/or signed with the name and date of a staff member of the Center for Student Involvement. Copies of the posting should be made from the stamped copy. Any postings without an approved stamp, in any posting area, will be taken down by the Center for Student Involvement.

Sanctions and Enforcement

- All student organization presidents are required to sign an agreement to abide by the posting policy. Failure to do so will result in suspension of posting privileges.
- If, after three notifications, a student organization fails to comply with agreed upon posting policies, the organization's posting privileges will be revoked for one month.
- Individuals of organizations found damaging or tampering with another group's publications, for any reason, unless otherwise instructed to remove the publicity by the Center for Student Involvement, could lose posting privileges for one month.
- Organizations that post items improperly may be subject to disciplinary sanctions and/or charged for the removal of any damage to ASC property.
- Posting of organizations that damage common areas will incur a minimum fine of \$25.

Campus Departments

Campus Departments regulate their own posting content, which does not have to be approved by the Student Activities. However, Campus Departments have to abide by the following guidelines and requirements for posting to include necessary information etc.

Flyer/Poster Requirements:

- All poster, flyers, banners, etc. must have the name of the sponsoring organization or department, and clearly promote the activity or event on each item. The date, time and location of the event should also be included on the materials.
- The signs must be in reasonably good taste and abide by the Honor Code within the Student Handbook and cannot contain material or language that is obscene or defamatory.
- If a sign, poster, flyer, etc. is in another language other than English, subtitles must be used to identify the name of the organization, subject of the flyer, and the time and place of the event.

- **Posting can only be posted with blue painters tape.** If on a bulletin board, tacks may be used. Note that if a different type of adhesive material is used, the posting will be taken down.
- All printed materials must be no larger than 8.5"x11"; standard copier/printer size. Requests to post larger flyers by student organizations may be made through the Center for Student Involvement and will be evaluated on a case by case basis.
- No materials should be placed over existing, approved materials.

Campus Buildings Posting Restrictions

- Alston Campus Center: **Post only on magnetic strips and bulletin boards.**
- Avery Glen Apartments: No posting.
- Buttrick Hall: Post only on magnetic strips and bulletin boards.
- Dana Fine Arts Building: Post only with the permission of the Art and/or Theatre Departments.
- Letitia Pate Evans Hall: Post only on bulletin boards or with table tents.
- Mary Brown Bullock Science Center: Post only on bulletin boards.
- McCain Library: Post only small table tents.
- Presser Hall: Post only on magnetic strips.
- Residence Halls (Agnes Scott Hall "Main," Rebekah Scott Hall, Theme Houses, Winship Hall, Walters Hall, Inman Hall, Hopkins Hall): Students may submit 35 flyers to the Office of Residence Life by the Friday 2 weeks before the event. Flyers will be distributed to the residence life staff who will post flyers in designated areas.
- Woodruff Physical Activities Building: Post only with permission on the bulletin boards.

Signs cannot be posted on:

- Any living thing, involuntary.
- Elevators.
- Interior and exterior doors of any building.
- Trees, railings, staircases, bus shelters, newspaper boxes, benches, ceilings, car windshields, trash cans, recycling bins, light poles, windows (including postings done by window paint, etc.), walls, floors, painted surfaces or any other exterior surfaces unless given express permission by the Center for Student Involvement.

Posting Removal

If a posting has not been approved, staff will remove the posting. Out of date flyers will be removed. Postings must be removed no later than one week after the event. If at any time an individual finds a posting problematic (i.e. posting violations, etc.), they are to notify the Center for Student Involvement immediately. Individual may not remove or deface a posting for any reason, other than to remove an out of date posting.

Chalking

Chalking on campus is permitted only on sidewalks. Chalking must be done with a water-soluble powder substance, in open, horizontal areas that can be directly washed by rain.

Banners

- Only Registered Student Organizations and Campus Departments may post banners in the Alston Campus Center.
- All banners must have the name of the sponsoring organization, and clearly promote the activity or event. The date, time and location should be provided on all banners.
- The signs must be in reasonably good taste and abide by the Honor Code within the Student Handbook and cannot contain material or language that is obscene or defamatory.
- If a sign, poster, flyer, etc. is in another language other than English, subtitles must be used to identify the name of the organization, subject of the flyer, and the time and place of the event.
- The Center for Student Involvement reserves the right to remove any banner just as it would any other marketing material posted on campus.

Sustainability

Chalking, banners, and online materials are encouraged to reduce the amount of paper used.

Marketing via email (Office of Marketing and Public Relations campus-wide policy)

- Students and student organizations (with the exception of Student Government) are not permitted to send emails to #students and are strongly encouraged to market events using either The Irvine or Facebook.
- The Irvine condenses info traditionally emailed from units all over campus into one email.
- Certain types of campus-wide news and announcements (please see list below) will now be included in The Irvine rather than being emailed directly by campus units, departments or individuals. Content can be submitted for inclusion in The Irvine either via the campus calendar (if the announcement is an event) or via an email to Communications (if the announcement is NOT an event) at theirvine@agnesscott.edu.
- Announcements that are not events should be 50 words or less to keep The Irvine a manageable length. Any announcements with more than 50 words should be summarized in 50 words or less and can then link to a flyer or other source for more information. Please notify Communications if your message will require a link.
- The Irvine is for campus-wide emailed announcements only. Announcements being sent to specific groups (class of 2015, international students, clubs, staff in DoS, etc.) would not need to be sent for inclusion. Events not open to the public or campus will not be

included in The Irvine. Users may indicate via the campus calendar if they wish to have their event included in The Irvine.

- The following is a list of announcements that should be sent for inclusion in The Irvine rather than emailed to campus directly:
 - ◇ Any event open to all of campus (lectures, exhibitions, performances, bake sale, car wash, retirement party, open house, etc.)
 - ◇ Faculty/staff changes (new employee, employee leaving, retirements)
 - ◇ General information to be shared with all of campus (new items to be recycled, visitors on campus, etc.)
 - ◇ General news from Agnes Scott administration (new major, new initiative, etc.)
 - ◇ Requests for donations (charity drive, etc.)
 - ◇ Campus-wide requests for participation or volunteers
 - ◇ Campus newsletters (email will include link to your publication or page)
 - ◇ Media coverage about Agnes Scott or its students/faculty/staff
 - ◇ Hours updates (Evans, McCain, bookstore, etc.)
 - ◇ Non-emergency status update/project update (Main loop will be closed, construction starting soon, server will be down for scheduled maintenance, etc.)
- If you have any questions about The Irvine, please contact Julia Lutgendorf at jlutgendorf@agnesscott.edu or extension 5430.

Questions? Contact Student Activities
in the Alston Campus Center, Room 216.

Posting Policy Agreement Form

I, _____ President of _____
Print Name Organization

have read and understood the Posting Policy put forth by the Gué Pardue Hudson Center for Student Involvement at Agnes Scott College.

By signing this form, I take full responsibility for all flyers, banners, letters, posters, table tents, etc. that my organization puts out. I also agree to the terms laid out in the Sanctions and Enforcement section of the Posting Policy.

Signature Date