

AMERICAN RIVER COLLEGE

POLICY ON POSTING OF PUBLICITY MATERIALS

Purpose

It is the purpose and policy of the following rules and regulations of American River College to provide uniform guidelines for campus-wide standards in posting publicity material.

Approval

All posters must be stamped "Approved for Posting" by the Activities Office.

Content

1. All publicity must be written in English, legibly and grammatically correct. Exceptions would include clubs with foreign language and culture emphasis in which case an English translation would be required.
2. No publicity will contain material which is obscene, libelous, or slanderous, as well as racially slanderous through language or intent.
1. All materials to be posted must specifically state:
 - a. The type of activity
 - b. The time, date, and location of activity
 - c. The sponsoring individual, club, organization or department

Location

ALL PUBLICITY SHALL BE POSTED ON THE WHITE POSTING BOARDS ONLY. POSTERS ARE NOT TO BE PLACED ON DAVIES HALL; RAEF HAL; ROSE MARKS SQUARE; PAVILLION OR BOETTCHER LIBRARY, (memorial structures), THE ADMINISTRATION BUILDING OR COUNSELING CENTER.

1. Campus Events

Campus events are instructional and/or extra-curricular activities, programs or functions sponsored by staff, campus student organizations, and/or ARC community service.

- A maximum of 14 posters, no larger than 3'x5', and no smaller than 11x14 may be posted for each event in the following areas only:
- In support of campus instructional programs, publicity material for courses listed in the ARC catalogue may exceed the Policy on Posting of Publicity Materials except instructors must follow the regulations in this section (Section: Location), and approval section (Section: Approval).

Community Events

Community Events are local, cultural, and/or educational programs outside the campus sponsorship. A maximum of 4 posters, no larger than 18x24, and no smaller than 11x14 may be posted for each event in the following areas only:

Posting

1. Campus Bulletin Boards

- Faculty Bulletin Boards are located in faculty office area:
- Individual faculty member(s) has supervision of respective boards.
- Materials are displayed there only by permission of respective faculty in accordance with Education Code 76120.

Administrative/Instruction/Student Service Area Bulletin Boards:

- Each area has supervisor of respective boards
- Material displayed upon permission of respective administration or department head in accordance with Education Code 76120.

Wooden Kiosk-Outdoors in front of Student Services Building-NOT the triangular directory; DAVIES HALL (1st floor) and BULLETIN BOARDS are under the supervision of the Activities Office.

2. Publicity shall be posted no earlier than 10 instructional days preceding the activity/event.
3. All publicity posters must be attached to surface with **push pins only**. No transparent tape or glue material shall be used.
4. All publicity must be removed by the organizing group by 4PM on the day following the event.
5. Any items found posted contrary to the above rules will be removed.

Student Association election publicity will follow the guidelines established in the by-laws of the Student Association.

Public Election Candidates: 2 posters, no larger than 18x24 may be posted on the red brick surfaces of the Centrex Building only.