

Dear Campus Community,

This email is being sent to inform/remind you about our Posting Policy on Campus. The posting policy can be found in its entirety on page 39 in the Student Handbook.

Posting Policy

Recognized student organizations, campus divisions, and approved off-campus entities may post flyers or other forms of advertisement on campus property as long as the flyers are in accordance with the Solicitation Policy (page 39 of the Student Handbook). Flyers may only be posted on approved bulletin boards located throughout the campus. **No posting may be placed on glass, painted surfaces, brick, or in elevators.** Any organization that does not comply may face repair costs for damages done to these surfaces or may lose posting privileges. Off-campus entities, students, faculty and staff wishing to advertise non-Columbia College events or services must first obtain approval from Student Activities before posting flyers on the Off-Campus Board in Harrelson Student Center. The Off-Campus Board is the only location where off-campus entities and non-Columbia College events and services can be advertised.

Acceptable Areas to Post

- Dining Hall- 1 Large Board
- Student Union 1st Floor Foyer- 2 Display Cases
- Student Union 2nd Floor- 2 Display Cases
- Student Activities Office- 1 Display Case
- CC Events- 1 Board in Harrelson near the Post Office
- 1st Floor Harrelson (next to the steps)– 1 board
- Chalkboards above mailboxes in Harrelson
- Ariail-Peele- bulletin board
- Breed Leadership Center- 1 bulletin board
- Bush Science Center- 1 bulletin board on 1st floor and 1 on 2nd floor at top of the stairs
- Bathroom Stalls (It is important that you remove the flyers immediately following the program. Housekeeping is not responsible for removing your flyers.)
- Center for Engaged Learning – 1 bulletin board above couch in lobby
- Library- bulletin board downstairs

It is not the intention of the Office of Student Activities to make it difficult to post flyers on campus; however, we have been charged with the responsibility of enforcing the policy in order to ensure the beautification and safety of our campus.

Please let me know if you have any questions.

Sincerely,