

## Northern Campus Posting Policies

### **MacArthur Campus Posting Policy**

All postings must be stamped by the Office of Student Involvement and Leadership. It also must have the following info: date/time of event/sponsor name and phone/email. Postings are only allowed in designated posting areas. If you have questions about the policy, please contact Adam Ferrando, Assistant Director of Student Involvement and Leadership at 561.799.8696 or rferrand@fau.edu, or stop by his office in The Burrow at SR 151.

### ***Department of Housing Posting Policy***

- 1). Flyers must be presented to the Department no more than five (5) days prior to the advertised event.
- 2). Flyers must include the following information in order to be considered for approval and posting within Housing:

#### ***Title Date***

#### ***Time Location***

#### ***Sponsor(s) Contact Information for questions***

- 3). Flyers advertising Club Activities and events MUST have the Student Development and Activities stamp prior to requesting the Housing stamp
- 4). Flyers must have correct grammar and spelling.
- 5). Preference for posting is given to flyers which measure 8.5" X 14" or smaller. Flyers larger than this will be posted on a space-available basis, at the discretion of the Director. Priority will be given to Housing-sponsored events.
- 6). Flyers will only be posted on the Information Bulletin Boards on each floor (located near the elevator). Flyers WILL NOT be posted on the walls, glass windows, doors, balcony, nor the lobby railing without prior consent given by Housing.
- 7). Banners / posters will only be approved to be hung within 48 hours of the event. Approved items MUST be removed by the program coordinators immediately following the event. *(Please note: the Elections Statutes do not permit banners for campaigning)*
- 8). Sidewalk Chalk advertisements in the Housing area also require approval, and must be removed immediately following the event.
- 9). Flyers that are not approved by Housing will be promptly removed and destroyed.
- 10). Flyers advertising off-campus events that are not sponsored by MacArthur Campus organizations will not be posted.
- 11). Flyers advertising off-campus events featuring alcohol will not be approved.
- 12). Flyers that are in violation of these posting policies will be reported to Student Development and Activities as well as the sponsoring organization losing their rights to advertise in Housing for one (1) year.

### **Treasure Coast Campus Posting Policy**

Campaign materials are only permitted on campus bulletin boards. All candidates wishing to have their items posted, must drop off their information with the Office of Student Involvement & Leadership located in CO 121. Staff member will post the items on the bulletin boards. Only 1 piece of campaign material per bulletin board is permitted. There are approximately 20 bulletin boards on campus.

If you have questions about the policy, please contact Adam Ferrando, Assistant Director of Student Director of Student Involvement and Leadership, FAU Northern Campuses, at email: [rferrand@fau.edu](mailto:rferrand@fau.edu) or 772-873-3441.