

PUBLIC POSTING POLICY

The policy for posting advertisements on public area bulletin boards and social media is in effect at all times at Widener University. All students, faculty, staff, and guests must adhere to the following policy guidelines.

- A. All advertising materials of any nature posted on campus (including "flyering") by any student club or organization must have written approval of the Office of Student Life. Any signs found improperly posted will be immediately removed.
- B. All advertisements should include the event date, time, name and contact information of the sponsoring organization, and a clear description of the event advertised. All events must be open to the entire campus community.
- C. All advertisements must be in good taste, and CANNOT promote drugs, alcohol, or other illegal substances. Additionally, advertisements are not permitted to display sexual or provocative images or content. Advertisements may not contain defamatory or derogatory language that may offend any one person or group of people.
- D. Advertisements should be submitted to the Office of Student Life as a single sheet of paper in color or black & white. Once the advertisement is approved, the requestor is then able to make copies.
- E. Only fully approved events with reserved locations are permitted to be advertised on campus. All advertisements must be removed from all bulletin boards after the event has taken place.
- F. **All advertisements require 24 hours for review and approval from the Office of Student Life.** Organization leaders are welcome to submit advertisements ready for approval to the Front Desk of the Student Life Office. Once the advertisement has been approved, the contact person submitting the flyer will be notified via email or phone.
- G. An organization may post only one notice per event on any single bulletin board. Multiple postings of the same event will be removed, as everyone has an equal opportunity for display space.
- H. Publicity posted on painted surfaces, windows, or any other unapproved areas will be removed and put the responsible organization at risk for revocation of posting privileges.
- I. Requests to chalk the sidewalks on campus require the completion of a Chalking Request Form and approval from the Office of Student Life prior to any chalking occurring on campus.

CAMPUS BULLETIN BOARD LOCATIONS FOR STUDENT ORGANIZATION USE:

KAPELSKI LEARNING CENTER

First Floor Main Hallway + Stairwell
Second Floor Stairwells (Quad / Walnut Sides)
Third Floor Main Hallway + Stairwell

UNIVERSITY CENTER

Main Level outside Dining Hall
Lower Level outside of Office of Student Life
Lower Level Lounges

BRUCE HALL

First Floor Stairwell

RESIDENCE HALLS

Advertisements for the residence halls can be submitted to the Office of Residence Life.

ACADEMIC CENTER NORTH

First Floor "General Information Board"
Second Floor Hallway

KIRKBRIDE HALL

First Floor Main Hallway
Second Floor Main Hallway
Third Floor Main Hallway
Fourth Floor Main Hallway

OLD MAIN

Ground Level Stairwell
Second Floor Stairwell

By signing below, I am acknowledging that I have read and fully understand the Public Posting Policy at Widener University. I agree to abide by the stated guidelines and place advertisements in approved locations only. I further recognize that the organization's posting privileges will be revoked if these guidelines are not followed.

Contact Name: _____

Organization Name: _____

Contact Signature: _____

Contact Email Address: _____

Approval Date / Time: _____

Contact Phone Number: _____