

## Flyer Posting Guidelines

Porterville College has developed guidelines to govern the hanging of posters and flyers around campus. These guidelines are intended to:

- Facilitate greater campus community engagement and better communication of campus events.
- Keep the college's buildings clean and in good condition
- Ensure consistency with college standards for publications
- Comply with relevant College policies and procedures

Porterville College defines a "poster" or "flyer" as any form of print publicity- with no regard to size, shape, or content- that is displayed in a public area. Outside businesses or organizations wanting to market on campus must get their flyer approved by Vice President of Student Services, before posting any items.

The following policies and regulations must be adhered to when placing posters and flyers on campus:

### **Department Approvers**

- The Student Life Office must approve and stamp all physical posters and flyers prepared by the campus community before posting occurs on campus.
- The Vice President of Student Services must approve and stamp all physical posters and flyers prepared by any outside entities that do not belong to the campus community.

### **Poster/Flyer Design**

- The name of the sponsoring office or organization must be clearly indicated on the poster or flyer.
- All posters and flyers must not and are not limited to Sexually explicit pictures of photographs, statements, symbols, depictions, or references to alcohol or drugs, foul language, and any other offensive and vulgar materials.

### **Hanging Guidelines**

- Bulletin boards shall be used for all marketing in and out of buildings. Use thumbtacks, staples, and/or tape to place posters and flyers on bulletin boards. The use of any other type of adhesive and/or anchoring device is not permitted under any circumstances.
- Only one poster or flyer for any event or department is allowed on each bulletin board.
- Posters and flyers may not be posted on top of any existing materials on the college's bulletin boards.
- The posting organization, department, or individual is responsible for removing all posters and flyers within **10 days** of the conclusion of the publicized event.
- Identified Student Life staff should only remove posters or flyers from campus if the poster is in clear violation of any of the regulations mentioned above.

### **Flyer Drop off/Pick-up**

- Flyers must be dropped off to Program Manager, Student Life & Leadership office any day of the week for ASPC Stamp/approval
- On *Tuesday's* and *Friday's* stamped/approved flyers will be ready for pick-up by **9:00am** on these designated days in the ASPC conference room (Located next to Pirates Cove in Student Center).
- Disclaimer: If flyers are not dropped off to the designated identified staff stated below, they are not liable for misplaced/delayed flyer approval

### **Process Oversight:**

- Program Manager, Student Life and Leadership
- when out/absent- Director of Student Success and Equity
- If both are out/absent- VP of Student Services

### **Exempted from these guidelines**

- Any communication approved by the college Emergency Response Team (ERT) and/ or public safety authorities.
- Any communication related to campus closure
- Any communication related to enrollment approved by the Vice President of Student Services.

\*Flyers that are being sent/posted electronically through email, crow's nest etc. They **do not** need to have ASPC stamped/Approval

Administrative Procedure (AP) 3900 Speech: Time, Place and Manner

[https://www.kccd.edu/board-trustees/\\_documents/board-policy/chapter-3/AP\\_3900.pdf](https://www.kccd.edu/board-trustees/_documents/board-policy/chapter-3/AP_3900.pdf)

If you have any questions or concerns about Porterville College's posting policy, please contact the Office of Student Life at 559-791-2216.

Contact

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