

Posting/Distribution Policy

Student organization-sponsored events and activities must be registered through the Center for Student Involvement prior to requesting approval of materials for posting.

■ General Guidelines

- All information posted/distributed by student organizations must be approved by the Center for Student Involvement prior to posting/distributing. Individual students *may* be permitted to post items congruent with all University policies and procedures.
- Information must be posted in approved spaces (bulletin boards, etc.); student organizations and off campus vendors are not permitted to post on doorways/windows/elevators/walls of campus buildings, nor are they permitted to put flyers on cars in campus parking lots or in the student neighborhood. Chalking is not permitted. Approved flyers may be delivered to University-owned houses, but they may not be placed in house mailboxes. Off campus vendors may not solicit students in person (in residential areas or on the main campus) without receiving permission from the director of the Center for Student Involvement.
- Posting/distribution of information that is not consistent with institutional values or that is in violation of the Code of Conduct (profanity, degrading of individuals or groups) is not permitted.
- The word “beer” is not permitted nor is any terminology, reference, and/or or imaging related to alcohol consumption. Exceptions can be granted by the Associate Director for Student Life in some educational instances.
- Date, time, location, sponsor of the activity or event, and a contact phone number or email address must be included on all flyers.
- External (non-UD) users and vendors must receive approval for posting/distributing materials. Priority space will be given to recognized student organizations and university-sponsored events.
 - External users are permitted to hang only one flyer per two-week period, even if the flyer content is different.
 - External users are not permitted to post in residence halls.

■ Bulletin Boards

The Center for Student Involvement monitors and approves publicity and advertising for all public, non-departmental bulletin boards on campus, including but not limited to academic buildings, residence halls, and apartments. Permission must be obtained from the representative departmental offices to use departmental bulletin boards.

- Publicity materials may be brought to the Center for Student Involvement, KU 24I, from 8:00 am until 5:00 pm, Monday through Friday, or placed in the “Flyer Drop Off” box outside KU 24I after office hours for approval. You can also start the process by submitting your poster online at <https://orgsync.com/88709/forms/268537>.
- **Every copy** of an approved flyer must be stamped with the original color CSI approval stamp by CSI staff prior to display.
- To provide adequate space for all publicity and maintain readability:
 - Only one flyer per bulletin board, sized 11 x 17 or smaller, per event or activity is permitted
 - Materials approved may be posted for a maximum of two (2) weeks
- Flyers posted in residence halls and apartments must receive additional approval through the area coordinator for the building.

■ Sheet Signs

- Houses: Recognized student organizations posting messages on sheets hung on houses must have sheets approved in Kennedy Union 24I. All sheets must follow general content guidelines.

■ Digital Signage

- The Center for Student Involvement maintains digital signage in Kennedy Union. University departments and recognized student organizations can visit our website at <http://udayton.co/Ehg> to learn more about posting digital advertisements in KU.

■ Bulletin Boards on Campus

Total Boards (including residence halls) = 160

Total boards (excluding residence halls) = 32

Kennedy Union

There are no bulletin boards in Kennedy Union.

University departments and recognized student organizations can visit our website at

<http://udayton.co/Ehg> to learn more about posting digital advertisements in KU.

Miriam Hall

___ Floor I (4)

___ Stairwells (3)

Science Center

___ Floor I near entrances (5)

___ Floor I hallways (5)

Anderson (Business)

___ Floor I near CPS rooms (2)

Roesch Library

___ Outside knowledge hub (1)

___ Ground floor next to Blend (1)

St. Joe's

___ Right of Main entrance (1)

Zehler

___ Floor I stairwell (1)

Humanities Center

___ Floor I Entrances (4)

Kettering Labs (Engineering)

___ Main Stairwell (2)

McGinnis Center

___ Main Entrance (1)

___ Laundry Room (1)

Fitz Hall

___ Main Entrance (1)

Residence Halls - Gosiger Hall

Drop off all approved materials for following residence halls in Gosiger Hall room 210 (I28):

___ Gosiger Room 210 (3):

___ Caldwell (3)

___ Founders Hall (10)

___ Garden Apartments (9)

___ Marianist (13)

___ Marycrest Complex (34)

___ North Neighborhood (4)

___ South Neighborhood & Irving Commons (4)

___ South Quad (14)

___ Stuart Complex (19)

___ Virginia W. Kettering & 819 Irving (15)