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## Policy Name

5.5025 Posting Policy

## Purpose and Scope

Advertising special events and meetings is a key factor in the success of the University's activities. To provide fair and reasonable access to all posting venues for all constituents and to ensure a standard of appropriateness for posted material based on the University's mission, the following Posting Policy was established. There are certain courtesies regarding the posting of publicity items on campus and on the University network. The following entities should seek approval from the designated office. Each office stamps the material with an approval stamp. Materials that are not approved or are violating posting regulations may be removed without notice. Materials that are inappropriate or promote anything in violation of Alvernia University's policies, Student Code of Citizenship or core values will not be approved for posting.

## Responsibilities

Title or Role	Definition and What They are Responsible For
<b>Senior Vice President of Enrollment Management &amp; Student Affairs</b>	Maintains and enforces this policy. Receives exceptions to the policy.
<b>Senior Vice President of Academic Affairs and Provost</b>	Maintains and enforces this policy. Reviews exceptions to the policy with respect to faculty and academic department sponsored events.
<b>Associate Dean of Students &amp; Director of Student Activities</b>	Maintains and enforces this policy. Receives exceptions to the policy.
<b>Senior Leadership</b>	Serves as final approval for policy and assists with reviewing exceptions to the policy.

## Policy

Faculty/Academic Staff & Department Sponsored Events - The Senior Vice President for Academic Affairs must grant approval of publicity materials for faculty, academic staff and academic-department sponsored events, prior to posting.

Students Affairs, Enrollment Management and Registered Student Organizations sponsored events: The Office of Student Activities must grant approval of publicity materials for these events and for and off-campus organization events prior to posting.

This policy applies to all postings, internal and external.

## Policy Procedure

Please use the following guidelines for posting posters/flyers on campus:

1. Posters, flyers, and electronic announcements are subject to a standard of “not socially offensive” set forth by the Mission of Alvernia University (such as no personal attacks or obscenity). Advertising may not depict characterization of alcohol or other drugs.
2. The name of the sponsoring organization(s) must appear on the posted material.
3. All pertinent information regarding the activity (who, what, when, where) must appear on the posted material.
4. Posters and flyers may not be posted on painted surfaces or departmental bulletin boards (unless permission is obtained from department prior to posting). Please post on boards marked “general use” or on unpainted surfaces.
5. Posters and flyers may not be posted within stairwells, glass surfaces if doing so blocks vision or causes a safety hazard and doors leading in and out of buildings, stairwells and hallways.
6. Posters and flyers may not be attached to light fixtures, sculptures, statues, trees, cars and/or trash/recycling receptacles.
7. No more than one posting for the same event/meeting in one area/bulletin board.
8. Approval of the Executive Director of Residence Life or designee is required to post materials in residence halls.
9. Individuals who post materials are responsible for removing these materials within 48 hours after the activity/event date is over or have been posted for two weeks. The University removes electronic postings in a timely manner.
10. Courtesy dictates that organizations may not cover or remove any other approved poster(s) if the event/activity date has not passed.

**Chalking Guidelines:**

1. Chalking is permitted by Registered Student Organizations (RSOs) or departments.
2. RSOs may request to promote events by chalking through Alvernia’s Office of Student Activities. A chalk drawing must be submitted for approval at least 3 days prior to chalking.
3. Chalking is only allowed on concrete or asphalt surfaces.
4. Chalking is not permitted on any vertical surfaces, buildings, walls, steps, benches, picnic tables, signs, planters, trash/recycling/cigarette receptacles, brick surfaces or trees.
5. Chalking must be done at least 20 feet from building entrances and in open areas that can be directly washed by rain.
6. Only water-soluble chalk may be used for sidewalk chalking. The use of markers, paints, oil-based products, or spray chalk is prohibited.
7. All other posting regulations must be followed.

**Additional Recommendations:**

1. Bring original flyer to be approved and stamped if flyer is being duplicated.

2. Do not post flyers/posters more than two weeks prior to the event.
3. Wait until the venue for the event is confirmed before posting any advertisements.
4. If taping a flyer/poster on an approved surface, it is recommended that flyers/posters be hung using making tape (not scotch, duct or packing tape). Staples or push pins should be used when attaching items to bulletin boards.
5. Avoid posting on top of other posted material.

Approved versions of this policy will be posted on the AU Portal.

## Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

## Policy Review

The Academic Affairs and Campus Operations policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

## References and Related Policies

This section contains any other policies, 3<sup>rd</sup> party standards, or guidelines referenced by this policy.

### References

N/A

### Related Policies

N/A

## Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

## Document Review Log

Date Reviewed	Description of Changes
8/12/2024	Initial Draft
12/05/2024	SLT Approved