SAN ANTONIO COLLEGE
OFFICE OF STUDENT LIFE:
BULLETIN BOARD POSTING GUIDELINES

Only flyers/posters promoting a Student Life or Student Organization event, function or announcement are allowed to be posted on Office of Student Life-monitored bulletin boards.

All flyers/posters must be approved and stamped by the Office of Student Life located in the Loftin Student Center, 2nd floor. The Office of Student Life reserves the right to dispose of any unauthorized flyer or poster.

**Flyer/Poster Restrictions and Requirements:**

- Commercial or business advertising or solicitation of any type is prohibited.
- Flyers/posters will not promote the use of tobacco, alcohol or drugs.
- Flyers/posters must not be obscene (i.e. indecent, lewd, disgusting or offensive to accepted standards of decency or modesty), or libelous (i.e. evil, harmful or untrue statements).
- Recommended flyer/poster size is 8 ½” by 11”.
- Each flyer/poster will identify the person, department, or organization distributing it.
- Flyers/posters may only be posted on a first come, first served basis. Flyers/posters will not cover or overlap each other, nor will they extend over the edges of bulletin boards.
- Only one flyer/poster per event, function or announcement will be allowed on each bulletin board.
- Flyers/posters will be limited to 18 original copies. All copies must be stamped.
- Flyers/posters may be put up no earlier than 14 days prior to an event and then taken down immediately following the event.
- Bi-lingual flyers/posters are permitted provided there is a comparable English translation.
- Flyers/posters will not be affixed to walls, doors, or windows.

For more information, visit The Office of Student Life in Loftin Student Center on the 2nd floor or call 486-0125.

*Approved by the Dean of Student Affairs, 3-29-05*