

Dutchess Community College Sign-posting Policy

Last update: September 2024

Any individual wishing to post posters, flyers, signs, advertisements, table-tents, notices, or similar (herein referred to as “postings”) describing activities, events and/or other general information must request permission from the **Office of Student Activities**. All postings must be approved by the Student Activities Office, located in Dutchess 201, prior to distribution. Approval is at the discretion of the Office of Student Activities and its Director. Once approved, as indicated by a dated approval stamp, postings may be placed on permitted bulletin boards on campus. Permitted bulletin boards for postings are all those on campus not marked for specific usage by designated departments and offices.

Additionally, the **Office for Instruction & Learning** must approve any postings concerning academics. If additional permissions are required, the Office of Student Activities will notify those offices for review prior to approving.

Each individual posting placed on campus **must contain an original approval stamp** – no duplication of stamp is permitted. Each stamped approval must be initialed by an office staff person and dated, so please provide multiple hard-copies upon your request for approval.

It is the responsibility of the posting organization to remove postings immediately following the event or the expiration of posting-approval. For more general notification, postings will typically be left on boards for a one-month period and then removed by office staff. Student Activities will approve 15 posters for any club and/or organization activity. Posting approval for outside groups or activities will be limited to three posters. Notices for any personal business or “For Sale” notices are limited to three. These notices are only permitted on the bulletin boards located around the corner from the theater corridor of Dutchess Hall.

The Office of Student Activities reserves the right to deny posting approval. All postings not approved and stamped by the Office of Student Activities will be removed.

If you are in doubt about the appropriateness of a proposed posting, please check with the Director of Student Activities.

PLEASE NOTE: Postings are to be placed **ONLY** on specified boards; they are **NOT** to be placed on any doors, windows, walls, mirrors, elevators, water fountains, restrooms, tree-trunks, sculptures, lamp posts, etc. If they are found in these or other inappropriate places, they will be removed.

See below for additional procedural guidance:

1. One copy of each flyer must be submitted to the Office of Student Activities for their records.

2. Flyers will be approved for no more than one month, unless they are for a recurring sponsored event or meeting.
3. Only one poster is permitted per bulletin board. There will be a maximum limit of 15 posters approved, not to exceed the number of bulletin boards, which allow general posting.
4. Handouts may NOT be left on tables, chairs or benches. In an effort to decrease litter and to ensure fairness, a limit of 200 handbills has been set. (This includes quarter-sheet handouts, not to exceed 50 pages, for a total of 200 total handbills.)
 - a. No more than 30 table tents will be approved.
5. It is the responsibility of the individual, club or party posting/advertising to remove the items immediately after the event or when the approval expires.
6. Solicitation found improperly posted or in conflict with these rules and policies will be removed and students found to be in violation may be subject to disciplinary procedures. Non-students found to be in violation may be asked to leave campus.

****Bulletin Boards are primarily for school use. Outside organizations will be approved on a limited basis.****