ABAC Student Posting Policy

- All signs, notices, banners or table tents must be approved and stamped by the ICC advisor, Assistant Dean of Students, or Dean of Students before any materials can be posted. It is suggested that all items be submitted for approval before photocopies are made.

- A copy of all approved flyers will be on file with the ICC advisor. Clubs and organizations are encouraged to keep copies of all approved flyers as well. All copies held with the ICC advisor will be destroyed or recycled at the end of each academic year.

- All signs must contain the name of the sponsoring organization, contact information, the date, time, and location of the event.

- Materials must not violate College policy or federal, state, or local laws.

- No sign, notice, flyer or poster, which advertises an event, may be posted for a period longer than 21 days (3 weeks).

- Fliers may not be placed on any painted surfaces, nor may fliers be posted in such a manner in which visibility is obscured through glass doors or windows. Unless otherwise noted in a specific area, fliers should only be posted on bulletin boards. Please consult the Office of the ICC advisor or academic administrative assistants for specified locations. **Any material found in violation of this policy will be immediately removed and/or recycled.**

- Flyers, posters, and banners may not be placed on the ground. Items on floors and walkways pose a safety hazard.

- Materials may not be placed excessively in one area and may not cover other posters or signs.

- Chalk, paints, and markers may not be used on any building surface without express permission from the Dean of Students.

- Sidewalk chalk may only be used on concrete sidewalks exposed to rain and not brick pavers.

- Materials hung in violation of any above policies will be removed and/or recycled.

- It is the responsibility of the sponsoring organizations to remove outdated materials. Recycling is strongly encouraged.

- Malicious destroying/defacing of others’ publicity will result in administrative or disciplinary punishment.

- Failure to comply with these guidelines by students or student organizations will result in either administrative or disciplinary action.