

Posting to Bulletin Boards – Community/Non-Students

I. Eligible Users:

- a. Individual or groups of (non-student) community members.
- b. Registered Non-Profit Organizations within Washtenaw County.
- c. Registered For-Profit Organizations within Washtenaw County.

II. Request Process:

- a. Eligible users may bring their printed posters to the Student Activities Office (SC 108) for approval and posting.
- b. The Office of Student Development and Activities will review/approve/deny the posters, and the Student Activities staff will post the flyers within three business days.

III. Location:

- a. After approval, the Student Activities staff will post up to two copies of a printed poster on the **Student Opportunities Bulletin Board** on the first floor of the Student Center.

IV. Guidelines:

- a. All postings must be 8.5" x 11" or smaller to accommodate limited space.
- b. Users may not post over already placed postings.
- c. The two **Student Opportunities Bulletin Boards** are intended for the promotion of local businesses, job opportunities, volunteer opportunities, housing opportunities, and promotion of local events/activities.
- d. All campus bulletin boards have specific intended uses as designated above and are not considered designated public forums of expression.
- e. Postings may not contain obscenities, sexually explicit content, or promotion of products/services/opportunities that conflict with College's educational mission or well-being/safety of the student body.
- f. Approved postings must meet the intended purpose of the bulletin boards that they are being posted on. All postings will be removed after 30 days.

Posting to Bulletin Boards – Students

I. Eligible Users:

- a. Any student(s) registered in at least one credit hour within the current semester.
- b. Student Organizations that have completed registration and have been approved by the Department of Student Development and Activities.

II. Request Process:

- a. Eligible users may bring their printed posters to the Student Activities Office (SC 108) for approval and posting.
- b. The Office of Student Development and Activities will review/approve/deny the posters and the Student Activities staff will post the flyers within three business days.

III. Location:

- a. After approval, the Office of Student Development and Activities will post up to four copies of a printed poster on the **Student Opportunities Bulletin Board** outside of the Student Activities Office (SC 108.)
- b. After approval, registered Student Organizations with posters related to club business may post up to thirty-two copies of a printed poster on the **College Business Bulletin Boards** within the Liberal Arts Building.
- c. A map of the SDA campus bulletin board locations is available in the Campus Connect System: [Available in the Documents Section of the SDA Portal.](#)

IV. Guidelines:

- a. All postings must be less than 8.5” x 11” or smaller to accommodate limited space. (Flyers promoting official College business may vary in size.)
- b. Users may not post over already placed postings.
- c. The four **Student Opportunities Bulletin Boards** are intended for the promotion of local businesses, job opportunities, volunteer opportunities, housing opportunities, and promotion of local events/activities.

- d. The thirty-two **College Business Bulletin Boards** are intended to solely promote events and programs hosted by WCC departments and Clubs.
- e. All campus bulletin boards have specific intended uses as designated above and are not considered designated public forums of expression.
- f. Approved postings must meet the intended purpose of the bulletin boards that they are being posted on. All postings will be removed after 30 days.