



Posting & Distribution Guidelines



Approval

All information posted / distributed by student organizations must be approved by CSI. Individual students may be permitted to post items congruent with University policies and procedures.



Permitted Locations

Information must be posted in approved spaces (bulletin boards). Approved flyers may be delivered to University-owned houses, but may not be placed in mailboxes.



Required Information

All flyers must include:

- Contact Phone Number, Email Address, or Social Media Account
- Time, date, location, and sponsor information



Approval Process

Materials may be brought to CSI in KU 241 M-F 8:30-4:30pm for approval, or placed in the "Flyer Drop Off" Box outside the office. You can also start the process on 1850 at cglink.me/2dY/s12215



Bulletin Boards

CSI monitors and approves advertising for all public non-departmental bulletin boards, including academic buildings, residence halls, and apartments. Departments can approve postings on their boards.



Approval Stamp

Each copy of an approved poster / flyer will be approved with a 2" x 2" stamp. We recommend leaving white space for this stamp. Departments do not need approval to post flyers.



Poster Sizing & Display Time

To provide adequate space and maintain readability:

- One flyer per board, 11X17 or smaller, is permitted per activity or event.
- Materials can be posted for up to two (2) weeks.



Posting in Residential Areas

Posters in residence halls and apartments must receive additional approval from the area coordinator. All residence postings should be delivered to Gosiger Hall room 210 for distribution.



Prohibited Content

Posting/distribution of information that is not consistent with institutional values or that is in violation of the Code of Conduct (profanity, degrading of individuals or groups) is not permitted. The word "beer" is not permitted, nor is any terminology, reference, and/or imaging related to alcohol consumption. Exceptions can be granted by Student Activities in some educational instances.



Prohibited Locations

Information must be posted on approved bulletin boards. Flyers are not permitted on doorways, windows, elevators, or walls of campus buildings. Flyers cannot be placed on cars in campus lots or the student neighborhood or in mailboxes.



Additional Prohibitions

University advertising policies prohibit the use of chalk on any University surfaces, sidewalks, or roadways. All "chalking" is prohibited. The University prohibits the use of outdoor signage staked into the ground.



Posting & Distribution Guidelines

Student organization-sponsored events and activities must be registered through the Center for Student Involvement prior to requesting approval of materials for posting.



Sheet Signs

Recognized student organizations posting messages on sheets hung on houses must have the sheets approved in KU 241. All sheets must follow general content guidelines.



Digital Signage

CSI maintains digital signage in KU. Departments and organizations can visit our website at <https://bit.ly/csi-signage> to learn about posting on digital signage.

Bulletin Boards

- Total Boards (Including residence halls) - 162
- Total Boards (Excluding residence halls) - 31

Kennedy Union

- There are no bulletin boards in Kennedy Union. University departments and recognized student organizations can visit our website at <https://bit.ly/csi-signage> to learn about posting on digital signage.

Miriam Hall

- Floor 1 (4)
- Stairwells (3)

Science Center

- Floor 1 near entrances (5)
- Floor 1 hallways (5)

Anderson (Business)

- Floor 1 near CPS rooms (2)

Roesch Library

- Northside stairwell between 1 & 2 (1)
- Ground floor next to the Blend (1)

St. Joe's

- Main Entrance (1)

Zehler

- Floor 1 stairwell (1)

Humanities Center

- Floor 1 Entrances (4)

Kettering Labs (Engineering)

- Main Stairwell (2)

Adele Center

- Main Entrance (1)

Fitz Hall

- Main Entrance (1)

Residence Halls - Gosiger Hall (131)

Drop off approved materials (stamped in CSI) for the following residence halls in Gosiger Hall 210.

- Gosiger 210 (3)
- Adele (3)
- Caldwell (3)
- Founders Hall (10)
- Garden Apartments (9)
- Marianist (13)
- Marycrest Complex (34)
- North Neighborhood (4)
- South Neighborhood & Irving Commons (4)
- South Quad (14)
- Stuart Complex (19)
- VWK & 819 Irving (15)



Information for External (Non-UD) Users / Vendors

External (Non-UD) Users / Vendors must receive approval for posting or distributing materials.

External users may be permitted to hang one flyer per two-week period, even if the content is different.

External users are not permitted to advertise in residential areas.

Off-campus vendors may not solicit students in person without permission from the Executive Director of CSI.

