



OFFICE OF STUDENT LIFE
OPERATING PROCEDURE

Departmental Procedure: SA-SL24 Procedure for Student Posting	
CF Board Policy: Policy 3.01, 8.07	Effective Date: 6/20/07
CF Administrative Procedure: 3.01	Revised Date: 8/16/24
	Revised By: M. McGee

Department: Student Life

Personnel Involved: Office of Student Life, Club and Organization Advisors and Members

Person Primarily Responsible: Director of Student Life

Objective: To ensure that club and organization information posted around the Ocala Campus is appropriate and student related.

Procedure:

I. Guidelines for Approval

In the interest of campus appearance and effectiveness of advertising, the following guidelines regarding campus posting(s) of non-school-related announcements have been established.

- Postings should be aesthetically pleasing and true to the purpose intended.
- Postings should be 8½" x 11" in size, and no larger than 11" x 17"; anything larger must be preapproved.
- Necessary information (contact name, number, location, etc.) must be provided.
- Messages should not discriminate on the basis of gender, race or ethnicity.
- Appropriate language must be used.
- Postings should abide by laws and reflect good morals, manners and taste.
- Events should not conflict with planned campus activities.
- Commercial solicitation is not permitted on campus without approval from the president or president’s designee.
- Postings sponsored by a college department, division or class do not have to be approved by the Office of Student Life. This includes academic-sponsored organizations (Athletics, Brain Bowl, Community of Scholars, Forensics, Imprints, In the Write Mind, Patriot Press, PTK, and Visual and Performing Arts). **Please note that these postings must mention the department on the flier indicating that it has been approved. For example, “Approved by the Visual and Performing Arts Department” or “Approved by the Communications Department.”**
- If the college logo is used on a club or organization announcement, the logo must be used with the standards outlined in the CF Policy Manual.
- If the college logo is used, the printed material must be submitted to the Marketing and Public Relations Office for review. The material must meet the standards of college publications as outlined in the Marketing and Public Relations Style and Media Guide.
- The CF Equity statement must be included on all fliers 8.5 x 11 and larger.

II. Approval

If your postings follow the above guidelines, the next step is to visit the Office of Student Life for review and approval. The purpose of this approval is to allow for better communication among clubs and organizations, to avoid conflicts with activities and events, and allow the Office of Student Life to assist with promoting events on campus.

- Email a copy of the posting to mcgeem@cf.edu for approval. Once approved, the posting will be sent to CF Printing and Postal Services. When the job is complete, you will be notified items are ready for pick up.

III. Locations

As you will see from this list, there are several options available for posting on campus. Remember, FLIERS MUST BE APPROVED BEFORE POSTING. Please keep in mind that college policy does not allow for posting on glass or painted surfaces.

When posting, please make sure that any/all outdated fliers are removed from bulletin boards. If you see any fliers that are not stamped as approved (unless posted by CF administration or a CF department) please remove them and bring one to the Office of Student Life. For example, college policy does not allow advertising for any outside business or agency.

Note: Exceptions may be made regarding locations for class projects, safety campaigns, etc.

You will need approximately 50 fliers to cover all areas on campus.

Locations for fliers that can be hand posted:

- Science Building — There are three bulletin boards on the first floor.
- Charles R. Dassance Fine Arts Center — There are three bulletin boards. Contact the Office of Visual and Performing Arts for posting.
- Mathematics Building — There are two bulletin boards downstairs.
- Humanities and Social Sciences Building — There is one bulletin board near the offices. Contact the Humanities office for posting.
- to the Liberal Arts and Sciences office.
- Ewers Century Center – There is one bulletin board on the third floor in the Student Lounge.

Locations for fliers that can be sent through Interoffice Mail:

Some fliers do not have to be hand posted as they can be sent through interoffice mail. To avoid confusion and waste, make sure that the person is notified that they will be receiving a flier.

- Building 20 — Send six fliers to front-desk staff and they will post.
- Health Sciences (Bldg. 19) — Send three fliers to the office and ask them to post in their buildings.
- Learning Lab School — Send two fliers and the staff will post.
- Criminal Justice Institute — Send one flier to the office and they will post.
- Bookstore — Send up to four fliers to post.
- Enterprise Center Foundation Office — Send one flier to the office and they will post.
- Ewers Century Center, Communications Center — Send 20 fliers; staff will place them on the desk for pickup.

- Clifford B. Stearns Learning Resources Center — Send three fliers to the circulation desk and they will post.

IV. Removal

Once an event has passed, please be sure to remove your postings in a timely manner to avoid clutter on the bulletin boards.