

## MEMORANDUM

TO: Faculty, Staff, and Student Organizations  
Drexel University

FROM: Laura R. Stott, Assistant Director  
Student Union Operations

RE: Posting Policy for Drexel University

DATE: January 20, 2005

To all Faculty, Staff, and Student Organizations at Drexel University,

Our department, Student Union Operations, manages the Posting Policy at Drexel University. This policy serves as a guideline for groups and individuals wishing to post fliers and posters around campus. For anyone wishing to post fliers, there is a set process involved that takes place at the Creese Information Desk in the Creese Student Center.

- 1) The flier content must be approved.
- 2) A carbon copy form must be filled out, with the signer agreeing to Posting Policy guidelines.
- 3) All posted fliers must be stamped with the approval stamp, valid for a maximum of 14 days.

Over the last term, we have noticed a sharp increase in violations of this policy and wanted each department and student organization to be aware of the current Posting Policy at Drexel.

To clarify what the policy entails, we are sending each of you a copy of the posting policy, which can be found on the reverse side of this memo. This copy of the policy is the actual carbon copy form you will sign if you want a flier approved. Please also note the new consequences that will be enforced if a group or individual is found in violation of this policy.

In order to accommodate all fliers and posters to be posted across campus, this policy is important to follow. Please feel free to contact me at [lrs29@drexel.edu](mailto:lrs29@drexel.edu) or by phone at (215) 895-6832 if you need any further clarification on the policy.

Thank you in advance for your cooperation in this matter!

<OVER>

cc: Paula King, Director of Student Union Operations

# DREXEL UNIVERSITY POSTING POLICY

- ❑ Flyers for parties or events may not refer to or promote alcoholic beverages or tobacco products.
- ❑ Any materials of an explicit sexual nature are prohibited as well as materials, which may be viewed as demeaning or degrading to a person or group of persons.
- ❑ Postings not approved by the appropriate University personnel will be removed immediately.\*
- ❑ Flyers or posters should not exceed 11" x 18" without permission from Student Union Operations.
- ❑ No more than 2 flyers may be posted per board.
- ❑ Mounting flyers or posters on University's signage or information showcases or their surfaces (including but not limited to walls, windows and doors) is prohibited.\*
- ❑ Flyers and/or posters with adhesive including but not limited to duct tape and glue which may damage surfaces is prohibited.
- ❑ Using paint or other permanent marker on University property including but not limited to sidewalks, trees, benches, and other University surfaces is prohibited.
- ❑ Postings are prohibited in the Pearlstein building.
- ❑ There is a \$.20 per flyer charge for all personal flyers. This applies to all non-Drexel sponsored advertisements.
- ❑ The sponsoring organization must be listed clearly on the flyer.
- ❑ A maximum of 60 flyers per event can be approved for posting in campus buildings.
- ❑ Residential Living will approve up to 80 flyers to be posted in the residence halls.
- ❑ All flyers will be stamped to expire after a maximum of 14 days.

**\*The student or organization will be subject to disciplinary action for not adhering to University policy. Actions are as follows: 1) Written warning, 2) Loss of posting privileges for rest of the term, 3) Loss of SAFAC /CAP funding for rest of term. By signing this statement, you agree to take full responsibility for ensuring that the Drexel University Posting Policy will be upheld.\***

Our organization agrees to comply with the above Drexel University's posting policy.

Organization: \_\_\_\_\_

Signature of representative: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

I have examined this flyer. It is in compliance with Drexel University's posting policy.

Signature of S.U.O. Employee: \_\_\_\_\_ Date: \_\_\_\_\_

For Internal Purposes Only	
# of copies stamped: _____	amount charged: _____
date stamp expires (stamp here): _____	