



**DONNELLY
COLLEGE**
EST. 1949

Campus Posting Guidelines

Updated Date:
Approved by:
Responsible Official:

Policy Statement

Donnelly College takes pride in its renovated campus which reflects our mission and values. Flyers, posters and signs are frequently used to publicize events, but their proliferation can negatively impact the environment as well as detract from the beauty of our academic spaces. Departments are asked to use sustainable materials and consider electronic media to reduce these impacts.

The following protocols apply to all student, faculty and staff postings on the Donnelly College campus. Promotional materials are allowed only for events which have been approved by Student Support Services or a Donnelly College administrative office. Postings within the college must be approved by the Director of Student Affairs and date stamped by that office.

Once a flyer or posting has received approval, it may only be placed on the red felt areas located throughout the main tower and only on the bulletin boards within Marian Hall. All flyers must be removed within three days of the scheduled event by the responsible organization. All other postings by outside organizations or parties must be submitted to Student Support Services for approval and permitted locations.