

DAVENPORT UNIVERSITY
STUDENTLIFE

University Posting Policy

Organizations/University Departments may post printed materials on designated University provided bulletin boards. The University expects poster content will conform to established requirements and generally accepted standards of good taste. The specific content of posters and literature will be the responsibility of the person or organization/department submitting material for distribution.

General Guidelines:

1. To post items, all posters/flyers must be approved by the appropriate office (see info below).
2. All flyers, posters, and other material to be placed on bulletin boards must be reviewed for content and appropriateness and approved by the appropriate office. The sponsoring organization/department must complete and submit a "Posting Approval Form" online through Engage@DU for approval. The approval stamp will be added to the poster. All material posted without an approval stamp will be removed from the bulletin boards.
3. Materials must contain the complete contact information of the sponsoring organization/department, in addition to event specific information (date, time, event, location). Flyers/posters not displaying this information will be denied approval.
4. Please allow up to 48 hours for the approval process to occur.
5. Postings must be thumb tacked into place on bulletin boards. Other methods of affixing postings, including the use of tape, glue, other adhesives, and staples will not be permitted.
6. Postings are not permitted on trees, buildings, walls, doors, windows, telephone poles, wires, fire hydrants, vehicles, parking meters, trash cans, entryway doors, stairways, drinking fountains, or public signs on campus.
7. In W.A. Lettinga Campus bathrooms, Litter box postings are permitted on the inside of bathroom stall doors. At other campuses, space will be available on a first-come, first-serve basis. Postings may also be hung on the wall space between the bathroom entrances.
8. The sponsoring organization/department is responsible for the timely removal of expired postings.
9. Posted material must follow copyright guidelines and university identity standards.
10. Bulletin boards located in classrooms are for the sole and specific use of Communications, Marketing, and Risk Management. Postings from departments and organizations other than these departments will be removed, regardless of approval stamp.
11. A-frames are designated for academic postings only.
12. Any remaining bulletin boards are labeled with the appropriate designations.

Approvals

1. All external and Student Life related postings at the Lettinga campus will be approved by the Student Life Office.
 - a. Visit the posting approval form online at engage.davenport.edu
 - b. Requests will be reviewed and an electronic copy emailed back to the owner for printing.
 - c. Student Life can print posters for RSO sponsored initiatives.
 - d. Postings for the Student Center and Residence Halls must be approved by Student Life prior to posting.
2. All academic related postings not involving chartered clubs, etc. at the Lettinga campus will be approved by the Director of Academic Services.
3. All postings related to other campuses outside Lettinga should seek approval from their respective Student Services Office.