



## Posting & Advertising on Campus

### Bulletin Boards:

- Your organization is responsible for its own posting on bulletin boards. Posting must be done on authorized bulletin boards only. Do not hang fliers to any interior walls/windows or exterior parts of buildings.
- There are 23 bulletin boards on campus reserved for use for on-campus organizations and departments.
  - These boards are located:
    - **Bayboro:** Stairwell #1 & Stairwell #2
    - **Davis:** Stairwell #1, Stairwell #2, Stairwell #3, Stairwell #4, & Student Lounge (x2), Ground Level Elevator, & Second Level Hallways (x5)
    - **Coquina:** Stairwell #1, Stairwell #2, & Hallways (x5)
    - **Science Technology Building:** Ground Level & Second Floor
- There are only 5 “open posting” boards authorized for off-campus vendors, including apartment solicitations, cars for sale, books for sale, etc.
  - These boards are located:
    - **Bayboro:** Stairwell #1
    - **Davis:** Stairwell #1, & Stairwell #4
    - **Coquina:** Stairwell #2 & Hallways (x1)
- Each organization is responsible for hanging and removing their fliers. Items may be displayed for a maximum of 2 weeks.
- For any other boards or areas on campus you must first receive permission from the department responsible for that area before hanging any fliers.
- The Department of Student Life & Engagement has no responsibility for providing fliers, posting these fliers, nor maintaining these fliers.
- Your organization is responsible for the content of all postings and verifying that they are in compliance with all Student Organization Handbook guidelines and follow all University policies.

### Electronic Monitors:

- Send a single PowerPoint slide via email to Tim Oetinger, staff assistant for the Department of Student Life & Engagement, at [tro@usfsp.edu](mailto:tro@usfsp.edu) by Friday at 9:00 am. This slide will be uploaded to the electronic monitors that are around campus. The slides are updated every Friday.

### Chalking & Other Things:

- Your organization is responsible for its own chalking. Chalking must be done in locations where it can be washed away by rain. Chalking must not be done under breezeways or overhangs.
- USFSP affiliated groups can also post signs in the ground around campus. The Department of Student Life & Engagement has no responsibility for providing signs, posting these signs, nor maintaining these signs.
- Your organization is responsible for the content of all advertising and verifying that they are in compliance with all Student Organization Handbook and University policies.