



Flyer and Posting Guidelines for Students, Student Organizations and Buildings, Facilities & Venues Operated by the Division of Student Affairs

1. All flyers proposed to be posted by students or registered student organizations, and all flyers proposed to be posted in buildings, facilities, or venues operated by the Division of Student Affairs, including FAU residential facilities, must be submitted to the Student Union Administrative Offices (Boca Raton – UN 31/ 203; Jupiter - Burrow Student Union SR 151; Broward – SD 203) to be processed and stamped. Processing may take up to three (3) business days and will be contingent on compliance with all applicable University policies and regulations.
2. Flyers may only be posted, distributed and removed in accordance with FAU policies and regulations, including without limitation, Policy 4.2.4 regarding the Distribution of Printed Material and Presidential Memorandum 80 regarding Posters, Notices, Temporary Ground Signs, and Banners. If there are questions regarding the posting or removal of flyers, please call the Office of Space Utilization and Analysis at 561-297-0197.
3. Flyers for events hosted by individual students or registered student organizations will only be processed and stamped by the Student Union Administration if there is an approved program registration associated with the event. Only student organization officers registered with and recognized by the Office of Student Activities and Involvement may conduct student organization business, which includes getting flyers processed and stamped on behalf of a registered student organization.
4. The on-campus promotion of activities or events shall not advertise alcohol or sponsorship by alcohol marketers unless approved in accordance with the requirements provided in FAU’s policy on Alcoholic Beverages (Policy 1.2).
5. For informational purposes, all flyers advertising events must contain the name of the sponsoring student, student organization(s), or department(s), as well as the location(s), date(s) and time(s) of the event. The flyers must also include the following ADA statement on the flyer: ***If reasonable accommodation(s) for a disability is required, contact [phone number and e-mail address]. Please make your needs known by [insert day of week and date of 5 business days prior to the event] for effective accommodations.***
6. Flyers may only be placed on approved bulletin boards. Flyers may not be put on vending machines, vehicles, floors, windows, doors, glass surfaces, the sides of buildings, exterior walls, any interior walls, trees, shrubbery, or any plants. Flyers that are not posted on approved locations will be removed. If there is damage to walls, doors, paint, etc. the student organization(s), departments, or individuals responsible will be billed for the repairs.
7. If you are advertising a research project which would solicit student participation, we ask that you provide an approval email by the major professor of the research or their designee.

I, \_\_\_\_\_, agree that I have read and acknowledged the above guidelines regarding flyers and posting on campus. I agree that as an officer/staff member or individual representing \_\_\_\_\_ our organization or department will abide by and follow all of the above guidelines.

This flyer is for:                      student organization                       department                       Student Research

This flyer is for:                      informational purposes                       meeting/ event advertisement

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Phone Number