1. Pursuant to FAU Regulation 4.004(3), advertising, promotional, and informational materials of students and student organizations must be submitted to the Office of Student Development and Activities before displaying or distributing such materials on University property. Due to the evolution of the Office of Student Development & Activities to the Office of Student Involvement & Leadership, 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 103) 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 Involvement and Leadership 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 you need a reasonable accommodation to fully participate in this event please contact [person] at [phone number and e-mail address] or TTY Relay Station 1-800-955-8770. Please make your needs known as soon as possible to allow sufficient time for effective accommodations, preferably by [insert day of week and date of 4 business days prior to the event].

6. Flyers may only be placed on approved bulletin boards or on the green plexi-glass located on the columns on the Breezeway (Boca Raton). 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.

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: individual student O student organization O department O
This flyer is for: informational purposes O meeting/ event advertisement O

__________________________ __________________________
Print Name Position

__________________________ __________________________
Signature Date

__________________________ __________________________
E-Mail Phone Number

REVISED: 10/02/12