

** College Government Poster Policy 04-05 **

Policy

All on-campus posters must include contact information, a name, and an expiration date. Posters may only be placed inside buildings and in places designated for such posters. One poster per designated area (e.g. bulletin board, door) is allowed.

poster	material with information on it (posters in the traditional sense, table tents and fliers)
contact info	a telephone number or college-issued e-mail address (must be for an individual; an organization email address is not sufficient for on-campus posters)
name	need only be a first name, but must be the name of the person for whom the contact information is
expiration date	the date of event or another date before commencement of the year posted

Posters publicizing a gathering must include one of the following two statements:

If you will need accommodations due to a disability or health related need to participate in this event, please contact Jim Wice, Director of Disability Services, (781) 283-2434, jwice@wellesley.edu.

OR



Accommodations: contact Jim Wice, Director of Disability Services (781) 283-2434, jwice@wellesley.edu (include symbol)

It is not always reasonable to expect that contact information will be written along with some chalkings or banners. However, the day when chalking does occur on campus or a banner is hung, the individual(s) or organization(s) responsible need to post on Community explaining what the chalkings are for and who can be contacted with questions about the chalkings or banner(s). Chalkings should only be placed in areas where they will be washed away by rain (no vertical surfaces!)

Please remove expired posters or those in violation of the poster policy.

If you think your poster was damaged or removed without just cause, contact your General Judiciary Ombudsperson.

Talk to your HP to learn the specifics on designated poster areas in residence halls!

Questions? Contact the SPEC chair Catherine Day (cday@wellesley.edu) Expires 6/05
*10/03 Compiled from CG Policy and the Student Leader Handbook