

# UAS CAMPUS POSTING POLICY

The Activities Office is the designated campus office to approve posting of any flyers in and around campus and academic buildings at the University of Alaska Southeast. Flyers are promotional tools used to advertise events, groups, opportunities, services, etc. For the purposes of this policy, flyers will be defined as any paper advertisement up to 11"x17" in size. Any person or persons, advertising events, providing information, or distributing publicity must abide by the following policy for posting of information.

## COMMON RULES ON POSTING

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- All flyers must include contact information in the form of the host-organization's name and/or logo, phone number, contact email, or website link.
- Posting in elevators, enclosed stairwells, on stairwell doors, on the glass of doors and windows in or on campus facilities is strictly prohibited as these are fire and security hazards.
- Posting of religious or local, state, and federal political campaign materials is prohibited, unless event specific.
- If approved or required to use the UAS Logo on flyers, ensure it is within compliance by reviewing the UAS Brand Identity Guidelines: <http://www.uas.alaska.edu/branding/index.html>.
- The event date or expiration date must be included on each flyer. Flyers may only be posted for 2 weeks and must be removed within 2 days following an advertised event.
- Organizations not considered UAS departments, offices, or student clubs must have all flyers approved and stamped, by the Activities Office, before distributing.
- Post flyers in designated areas only and remove all flyers when the event date has passed or expiration date has arrived.
- Flyers should not be placed over one another. If the board is full, check to see if you can remove an outdated flyer. If not, come back later that week to check for open space or look at posting flyers in other approved locations. Overlapping flyers will be removed and discarded.
- The use of chalk, paints, crayons, markers, pens, pencils, carvings, etchings, sketches, or any other forms of graffiti are not permitted on campus property without prior approval from the Activities Office and Facilities Department.
- Any violations of the above policies may be referred to student conduct at the discretion of the Activities Office. Repeat offenders may lose posting privileges.
- The Campus Life Department reserves the right to remove any posting at any time.

## GETTING YOUR POSTING APPROVED

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- Organizations must have their flyers approved by the Activities Office in Mourant 129. Failure to obtain the Activities Office approval stamp will result in the removal of postings. UAS departments, offices, and clubs are exempt from this requirement.
- Flyers will be reviewed to ensure they do not violate any portion of the posting policy.
- The Activities Office will only approve (stamp) up to 15 copies of a flyer, as this is a sufficient quantity to post on all approved public bulletin boards on campus.

## POSTING IN OUTLYING CAMPUS BUILDINGS

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- Outlying campus buildings include: Student Housing, Recreation Center, Tech Center, and Anderson Building. The staff members in each of these buildings manage their own bulletin boards and it is their discretion whether flyers are hung.
- Flyers may be dropped off at each location after receiving an approval stamp, or can be sent via intercampus mail.
- Flyers larger than 8.5"x11" will need to be folded to fit into intercampus mail folders. If you don't want your flyers folded, please distribute them to each location personally.
- If you are a UAS student club/org or a non-UAS entity drop off flyers at the Activities Office, Mourant 129, for intercampus mail distribution in the following quantities: 1 flyer for the Rec Center; up to 2 flyers for Student Housing Apartments/Banfield; up to 8 flyers for the John Pugh Hall; 1 for the Tech Center; and 1 for Anderson Building.
- UAS departments and offices may use the intercampus mail system to send your flyers to:  
Student Housing: SHL (up to 2 flyers) Address to: Desk Staff

John Pugh Hall: FRH (up to 8 flyers) Address to: Desk Staff  
 UAS Rec Center: SREC (1 flyer) Address to: Desk Staff  
 Anderson Building: AND1 (1 flyer) Address to: Admin  
 Tech Center: TEC1 (1 flyer) Address to: Admin

## SPECIFIC RULES FOR UAS DEPARTMENTS & CLUBS

- Promotional material distributed by and for UAS departments and clubs receive more numerous and higher priority placement options around main campus than Juneau community members and organizations receive.
- Post no more than one flyer on each designated bulletin board only.
- Pushpins will be provided on bulletin boards for use, but all other supplies required for hanging flyers must be supplied by the host department or club.
- When hanging flyers, only use the following adhesion products to prevent damage to university property:
  - Bulletin Boards: pushpins will be provided on the board for use. Do not use tape, thumbtacks, removable putty, or staples on bulletin boards. Notify the Activities Office, Mourant 129, if pushpins are in short supply on any bulletin boards.
  - Wooden Walls: removable putty or scotch tape may be used. Do not use staples, pins, tacks, duct tape, masking tape, packing tape, etc.
- The following areas are the only approved and designated spaces for UAS Departments and Clubs to post flyers:

<p>EGAN BUILDING</p> <ul style="list-style-type: none"> <li>- 2 wooden walls in hallway – 1<sup>st</sup> floor</li> <li>- Bulletin Board in bus stop entryway – 2<sup>nd</sup> floor</li> <li>- Bulletin Board at Spike’s Café – 2<sup>nd</sup> floor</li> <li>- Spike’s Café Countertop – 2<sup>nd</sup> floor</li> <li>- Bulletin Board Strips above water fountains 1<sup>st</sup> &amp; 2<sup>nd</sup> Floor</li> <li>- Bulletin Board Egan Library side – 1<sup>st</sup> floor</li> <li>- Egan Library Info Table – 2<sup>nd</sup> Floor</li> <li>- Egan Library Bulletin Boards on 1<sup>st</sup> &amp; 2<sup>nd</sup> Floors</li> <li>- Learning Center Bulletin Board</li> </ul>	<p>MOURANT BUILDING</p> <ul style="list-style-type: none"> <li>- Bulletin Board to left of Health Center – 1<sup>st</sup> Floor</li> <li>- Bulletin Board in Stairwell</li> <li>- Bulletin Board Strips above water fountains 1<sup>st</sup> &amp; 2<sup>nd</sup> Floor</li> <li>- Bulletin Board in Lakeside Grill – 2<sup>nd</sup> Floor</li> </ul> <p>NOVATNEY BUILDING</p> <ul style="list-style-type: none"> <li>- Bulletin Board in Entryway near Mourant Building – 1<sup>st</sup> Floor</li> <li>- Bulletin Board – 2<sup>nd</sup> floor</li> <li>- Outdoor Bulletin Board near Mourant Building – 2<sup>nd</sup> Floor</li> </ul> <p>SOBELOFF BUILDING</p> <ul style="list-style-type: none"> <li>- Bulletin Board in entryway near Whitehead Building – 2<sup>nd</sup> Floor</li> <li>- Bulletin Board Strips above water fountain – 2<sup>nd</sup> floor</li> </ul>	<p>ANDERSON BUILDING</p> <ul style="list-style-type: none"> <li>- Drop off at front desk</li> </ul> <p>STUDENT HOUSING</p> <ul style="list-style-type: none"> <li>- Drop off at lodge desk &amp; John Pugh Hall</li> </ul> <p>TECH CENTER</p> <ul style="list-style-type: none"> <li>- Bulletin Board in main lobby</li> </ul> <p>RECREATION CENTER</p> <ul style="list-style-type: none"> <li>- Bulletin Board in entryway</li> </ul>
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## SPECIFIC RULES FOR NON-UAS ENTITIES

- Promotional material distributed by Juneau community members and organizations receive fewer and lower priority placement options around main campus than UAS departments and clubs receive.
- Post no more than one flyer on each designated bulletin board only.
- Pushpins will be provided on bulletin boards for use, but the scotch tape required for hanging flyers on the free-standing signs must be supplied by the host organization.
- When hanging flyers, only use the following adhesion products to prevent damage to university property:
  - Bulletin Boards: pushpins will be provided on the board for use. Do not use tape, thumbtacks, removable putty, or staples on bulletin boards. Notify the Activities Office, Mourant 129, if pushpins are in short supply on any bulletin boards.
  - Free-Standing Sign Boards: scotch tape may be used. Do not use duct tape, masking tape, packing tape, or removable putty.

- The following areas are the only approved and designated spaces for non-UAS entities to post flyers:

<p>EGAN BUILDING</p> <ul style="list-style-type: none"> <li>- Bulletin Board in bus stop entryway – 2<sup>nd</sup> floor</li> <li>- Free Standing Sign-Boards near Spike’s Café – 2<sup>nd</sup> floor</li> <li>- Bulletin Board entry way near Egan Lecture Hall – 1<sup>st</sup> floor</li> <li>- Egan Library Bulletin Boards on 1<sup>st</sup> &amp; 2<sup>nd</sup> Floors</li> <li>- Learning Center Bulletin Board</li> </ul> <p>MOURANT BUILDING</p> <ul style="list-style-type: none"> <li>- Bulletin Board in Stairwell</li> </ul> <p>NOVATNEY BUILDING</p> <ul style="list-style-type: none"> <li>- Bulletin Board in Entryway near Whitehead Building – 1<sup>st</sup> floor</li> </ul>	<p>SOBELOFF BUILDING</p> <ul style="list-style-type: none"> <li>- Bulletin Board in entryway near Whitehead Building – 2<sup>nd</sup> Floor</li> </ul> <p>STUDENT HOUSING, REC CENTER, TECH CENTER, OR ANDERSON BUILDING</p> <ul style="list-style-type: none"> <li>- Drop off flyers for distribution to these off-site locations at Mourant 129</li> </ul>
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## FREQUENTLY ASKED QUESTIONS

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- What if my flyers are being vandalized?
  - Flyers abiding by this policy should not be removed, written on, destroyed, or otherwise made unreadable. Please contact the Activities Office at 907-796-6306 or visit them in Mourant 129, if you suspect your flyers have been vandalized.
- What if I have a problem with the content of a flyer on campus?
  - Use the contact information on the flyer to relay your concerns to the owner of the flyer. If you feel the flyer is breaking this policy, contact the Activities Office at 907-796-6306 or visit them in Mourant 129.
- How can I hang my flyer like a pro?
  - Use the following tips to ensure your flyer gets the notice it deserves:
    - Secure all four corners of the flyer on the approved surface. This will prevent curling and flyers falling off walls/boards.
    - If using tape, roll all pieces and place behind the flyer to secure. Not only will this make your flyer look more professional, but it also eases the clean-up process.
    - If there is room on the board, leave a small empty space around the flyer. This technique helps to draw the viewer’s eye to your flyer.
- The advertising technique I want to employ is not covered in this policy. What do I do?
  - UAS Departments and Clubs may be allowed to carry out unique promotion plans, but approval must be granted by the Activities Office before employing any advertising scheme not covered by this policy. These unique forms of advertising may include, but are not limited to: hanging flyers in unusual locations, chalking, window paint, hanging posters larger than 11”x17,” and creating 3D displays.
- Can I advertise on the electronic monitors on campus?
  - UAS Departments and Clubs all permitted to advertise on the electronic monitors around campus. To do so, create a 1920px wide x 1080px high .jpg of your flyer and email it to [sab@uas.alaska.edu](mailto:sab@uas.alaska.edu) in the Activities Office.
- How can I get my event on the printed monthly/weekly UAS Events calendar?
  - All student-focused events will be pulled from the UAS Online events calendar (CMS) for inclusion in the monthly or weekly printed calendars. If your event is on the UAS web calendar it will be on the printed calendar.
- Can I advertise in large poster format in the Mourant Cafe?
  - UAS Departments and Clubs are permitted to advertise in large poster format in the Mourant Café. White butcher paper and paints are available for use in the Activities Office. Posters must be created, hung, and removed by the host organization, in accordance with this policy.
- Who monitors the flyer posting locations and how often?
  - The Student Activities Office monitors the bulletin boards and postings on main campus for policy compliance and outdated flyers.
  - Posting locations are monitored twice a week, or more often as needed.
- Who do I contact if I have questions about this policy?
  - UAS Activities Office – Mourant 129  
Phone: 907-796-6306 OR Email: [sab@uas.alaska.edu](mailto:sab@uas.alaska.edu)