



## Office of Student Life Student Organization Advertisement Policy

### Flyers

1. The Office of Student Life will give student organizations the option of a distribution service where flyers will be hung around campus on bulletin boards every week. 25 flyers shall be handed in before 10AM every Monday to go on the weekly poster route. An additional 50 flyers may be submitted for each student organization's mail box.
2. The Office of Student Life shall remove all outdated flyers from campus bulletin boards weekly.
3. All flyers must conform to the University's Student Code of Conduct and not contain any offensive language, obscene and demeaning sexual content, racial or discriminatory reference, or threat of violence. Postings may not be misleading, promote the excessive use of alcohol or the use of illegal drugs; or promote the engagement in illegal activity.
4. Because of space limitations, there is a limit no flyers may be larger than 12"x18"
5. All flyers must have no grammatical or spelling errors before being posted.
6. The posting of paper with tape to floors is not permitted.
7. Placing flyers, posters, pamphlets, etc. under windshield wipers of cars parked on campus is not permitted
8. No postings is allowed on windows, doors, walls, floors, trees, trashcans, lamppost, building markers, bridges, or other surface that are not designated for such purposes unless given permission by the Director of Student Life
9. If a violation occurs, organizations will be notified and asked to comply with this policy. If continued violations occur, student organizations will lose their privilege of hanging flyers on Baker University property. The Office of Student Life has permission to remove any flyer that is not in accordance of this policy.

### Chalking

1. Using chalk on sidewalks to promote campus events is allowed, provided all other provisions of this policy are adhered to.
2. Specific areas are designated as **no** chalking areas. These areas include walls, trash cans, landings of buildings including steps, bricks, Taft Bridge, Hartley Plaza and columns, Class Gates, or any other vertical surface not mentioned.
3. If this policy is not adhered to, the organization at fault will be held accountable for all cost including labor to remove.

### Table Tents

1. Table tents may be placed within the Allen Dining Hall or the Wildcat Café with approval of the General Manager of Sodexo.

### Floor/ Ground Signs

1. There is to be no posting of signs on the floors of buildings.
2. Signs may be posted on the sidewalks as long as they are not a hazard to passing traffic.

### Residential Living Areas

1. Postings in residential living areas must be approved in advanced by the Student Affairs Coordinator, who will determine the request in accordance with the policies applicable to the residential living areas in general and how many posters may be hung.
2. Door-to-door solicitation of events, products, or services in halls is not allowed. Printed advertising materials may not be affixed or placed under students' doors
3. If this policy is not adhered to, the organization at fault will be held accountable and may lose future advertising possibilities.

## **Union Flat Screen Monitor Advertising**

1. Student organizations and university departments may submit advertisements, not to exceed one (1) advertisement per event, announcement, or service.
2. Union Flat Screen Monitor Advertising is not allowed for individual campaigning (e.g. Homecoming king and queen candidate elections, Student Senate elections, etc.). Please consider the campus-wide poster route, sidewalk chalking or banners/signs in the quad. Student Senate, Student Activities Council, or any sponsoring department may make one (1) advertisement outlining the election process or overview of all candidates.
3. Please email [Randy.Flowers@bakeru.edu](mailto:Randy.Flowers@bakeru.edu) or [Neil.Kulbiski@bakeru.edu](mailto:Neil.Kulbiski@bakeru.edu) for assistance.

## **Email**

1. An email may be directed to all students via authorized posters on campus. Authorized posters are:

### **Administration**

President, Brian Posler, Andy Jett,  
Chris Smith, Ira DeSpain; Myra Glover;  
Jill Mignacca

### **Physical Plant**

Jeremy Portlock

### **Financial Aid**

Jeanne Mott, Jeannette Dick

### **Business Office/Finance**

Melissa Van Leiden, Jackie Craig;  
Valerie Pfeiffer

### **Info Tech**

Tami Carver, Toby Ebel, Dee Schneck;  
Mike Hornberger

### **Marketing**

Neil Kulbiski, Steve Rottinghaus

### **Student Affairs**

Cassy Bailey, Teresa Clounch

### **Auxiliary Services**

Jeff McCullough (Food Service) ,  
Bruce Skoog (Bookstore)

### **Academic Records**

Ruth Miller, Jodie Randels

### **Athletics**

Theresa Yetmar, Tyler Price

### **Student Academic Success**

Kathy Wilson

### **Humanities:**

Acting Chair: Erin Joyce  
Department Assistant: Barb Coffey

### **Math, Physics, and Computer**

#### **Science:**

Chair: Jean Johnson  
Department Assistant: Kathy Wright

### **Biology and Chemistry:**

Chair: Darcy Russell  
Department Assistant: Kathy Wright

### **History, Culture, and Society:**

Chair: Susan Emel  
Department Assistant: Tonya Simms

### **Music and Theatre:**

Chair: Trilla Lyerla  
Department Assistant: Susan Baker

### **Business and Economics:**

Chair: Gary Irick  
Department Assistant: Jill Franklin

### **Behavioral and Health Sciences:**

Chair: Marc Carter  
Department Assistant: Jill Franklin (assists  
from B&E dept.)

### **Mass Media and Visual Arts:**

Chair: Joe Watson  
Department Assistant: Kathy Elliott