

Poster Policy

Any information posted on the Student Services and/or SGA Bulletin Boards must follow these guidelines

Approved student organizations & university departments may post flyers when following the appropriate guidelines:

1. Bring or e-mail the original flyer to the office of the Dean of Student Affairs/Enrollment Management
2. Flyer must be approved by the Dean of Student Affairs/Enrollment Management
3. Include the name of the sponsoring organization on the flyer
4. Flyers may be approved for a maximum of two weeks
5. Sponsoring organization must remove the flyers after the event or two week period
6. Posters larger than 8 ½ x 11 inches must be approved by the Dean of Student Affairs/Enrollment Management
7. Flyers posted in the Cafeteria must be approved by the Director of Dining (580-327-8622)
8. Flyers must be posted on bulletin boards

Do not post:

- using duct tape
- on glass doors
- outside of buildings on any object such as trees, walls, tables, trashcans, etc.
- painted walls
- vehicles and car windshields

Alva Community flyers may be posted on designated bulletin boards upon following the appropriate guidelines:

1. Flyer must be approved by the faculty/staff sponsor of an student organization
2. Include the name of the sponsoring organization on the flyer
3. Bring or e-mail the original flyer to the office of the Dean of Student Affairs/Enrollment Management.
4. Flyer must be approved by the Dean of Student Affairs/Enrollment Management
5. Flyers may be approved for a maximum of two weeks
6. The flyer must be removed by the group that posted the flyer after the event or two week period
7. Posters larger than 8 ½ x 11 inches must be approved by the Dean of Student Affairs/Enrollment Management
8. Do not post on campus event bulletin boards
9. Flyers must be posted on bulletin boards

Do not post:

- using duct tape
- on glass doors
- outside of buildings on any object such as trees, walls, tables, trashcans, etc.
- painted walls
- vehicles and car windshields

Chalking of sidewalks to advertise events must be done with the approval of the Dean of Student Affairs/Enrollment Management.

Contact appropriate campus Dean in Woodward and Enid.