

Campus Postings/Flyers/Handouts

Please allow 24-48 hours for the approvals process. For a downloadable version of this policy.

College of Alameda welcomes postings that allow sharing information to our students, faculty, staff and community partners; especially those that support student success.

1. Bring your poster/flyer/handout to the following location: Office of Student Activities and Campus Life Office Located in Room 217 in the F Building.
2. As permitted herein, no posters, handbills, leaflets or any other form of announcement or statement may be placed on or against, attached to, or written on any structure or natural feature of the campus including, but not limited to the sides of doors or buildings, windows, the surface of walkways or roads, posts, waste receptacles, or trees. Nor may any chalk, paint or permanent markings be made on such structures.
3. Only materials that have been pre-approved by the **Office of Student Activities and Campus Life** can be displayed in designated campus locations.
 1. Designated campus locations include designated bulletin boards throughout campus and/or brochure stands in the front desk areas of the F Building and Welcome Center.
4. Materials may not exceed 12"x 18" in size. Materials may be posted for **two weeks or until the day after the event**.
5. **Requester must remove postings.** A maximum of 20 postings may be approved, and requester must provide a copy to the **Office of student Activities & Campus Life** to keep on file.
6. All materials must include contact information (**email, name and/or phone number**) and a visual or graphic. Please do not submit plain text on a white background.
7. Postings that have not received approval from the **Office of Student Activities & Campus Life** are subject to removal.
8. Postings displayed in non-designated campus locations, and/or not in accordance with the rules of the **Office of Student Activities & Campus Life** are subject to removal.
9. Internal postings from **faculty** and **staff** must include the following disclaimer: **College of Alameda does not discriminate on the basis of age, race, religion, color, gender identity, gender expression, sexual orientation,**

ancestry, citizenship, national origin, military or veteran status, disability, marital status, pregnancy, medical condition, and immigration status.

*** It is important to allow 3-4 business days for your information to be posted/made available to students.**

Posting Locations:

- B Bldg – Auto (near B114) – Large Bulletin Board
- C Bldg - 2nd Floor (near C201) – 2 Medium Bulletin Boards
- F Bldg
 - 1st Floor (near Restrooms) – 1 Large Bulletin Board and 1 Small Bulletin Board
 - 1st Floor (near Health Services) – 1 Large Bulletin Board and 2 Flyer Stations
 - Stairs (between 1st/2nd Floor) – 1 Large Bulletin Board
- G Bldg - Gym (near G105) - 3 Large Bulletin Boards
 - VRC – 2nd floor, Veteran’s Hallway
- E Bldg – Diesel (near E105) – 1 Large Bulletin Board
- L Bldg – Library (near Entrance) – 1 Large Rolling Bulletin Board (internal campus flyers) and 1 Bookshelf for Flyers (outside campus)
- Athletics
- H Bldg -
- Science Annex – Bulletin Board outside of Student’s Lunge (Next to Room 124)
- AMT – Bulletin Board