



Division of Student Affairs

Policy & Procedure

www.umb.edu/studentaffairs

Issuing Office: Vice Chancellor for Student Affairs

Policy Name: University Events and Informational Flyer Posting Policy

Original Date Issued: December 13, 2022

Purpose of Policy:

The following rules have been established to allow groups, organizations, and departments to communicate with the campus community by posting flyers, signs, and posters to advertise events and provide information.

Applicable to:

Recognized student organizations, university departments, university-affiliated organizations, and IRB approved researchers are allowed to post flyers and posters on campus. Postings may only be hung after receiving approval.

Approval Process

- A maximum of seventy-five (75) flyers will be approved per event or informational campaign. All 75 flyers must be present at the time of initial approval.
- Flyers must be **8.5 x 11** or **11 x 17** or **24 x 36** inches and must include all of the below requirements.
- **For events advertisements:**
 - All posters and flyers must include the following requirements to be approved:
 - Name of the UMass Boston sponsoring department, organization, or researcher
 - Name of Event
 - Contact information (phone or email – preferably the contact’s UMass Boston contact info)
 - Date, Time, and Location of the event
 - Cost to attend the event (if applicable)
 - University Disability Statement: “Anyone requiring disability related accommodations, including dietary accommodations, should go to www.ada.umb.edu or contact [insert email contact of event planner]”
 - A 2.5 in. x 2.5 in. white box must be in the lower left corner of all posters (no matter the size) where the approval stamp will



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- be placed
- For **informational (including research) advertisements**:
 - All posters and flyers must include the following requirements to be approved:
 - Name of UMass Boston sponsoring department, organization, or researcher
 - Description of information
 - Contact information (phone or email – preferably the contact’s UMass Boston contact info)
 - Cost or financial obligations (if applicable)
 - A 2.5 in. x 2.5 in. white box must be in the lower left corner of all posters (no matter the size) where the approval stamp will be placed
 - Postings for **academic course recruitment** will follow the guidelines for informational postings.
 - Postings containing violent or threatening language or of a nature that could disrupt the academic environment or pose a safety risk will not be approved.
 - Temporary class meeting update postings on classroom doors are excluded from this policy, but should be removed as soon as the cause for the posting has passed (e.g., a class cancellation posting should be removed after the cancelled class to minimize confusion for future meetings/other classes in that room).

My Poster/Flyer is Printed...Now What?

- Visit the Office of Student Activities, Campus Center 3400, with your posters/flyers. A designated professional staff member will review the request for approval. Posters may not be approved on the same day they are brought to Student Activities.
- For **EACH** poster, fill out the “Poster Printing Agreement” form on UMBelinvolved, which shows you agree to the outlines of the rules and regulations listed here. Everyone who wants poster approval must fill this form out at the following link.
<https://umb.campuslabs.com/engage/submitter/form/start/465492>
- Posters can be displayed for up to 30 days from the date of stamping or up to the day after the event (whichever occurs first)
- All postings must have the original approval stamp from Student Activities or Dean of Students (no additional photocopies can be made after stamping). Photocopying an approved posting is not acceptable and may result in the loss of posting privileges and all posters for that event/informational



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campaign may be removed.

How and Where Can I Post?

- Designated Posting Locations:

- **Bulletin Boards**

Wheatley:

Upper Level: By computers

1st Floor: In front of stairwell doors

McCormack:

2nd Floor: Left side bulletin board & right side bulletin board

Healey:

2nd Floor: Bulletin Boards next to the elevator

8th Floor: In study cubicles

Quinn:

2nd Floor: Bulletin board across from transportation services

Clark:

Upper Level: Outside gymnasium & Next to ATM

ISC:

2nd Floor: Bulletin Boards by booths next to elevator & stairwell

3rd Floor: Bulletin Boards by booths next to elevator & stairwell

University Hall:

1st Floor: Bulletin boards to the right of the elevators, outside of rounded auditorium, and by computers station

2nd Floor: Bulletin boards to the right of the elevators and outside of second floor auditorium

3rd Floor: By garbage can

4th Floor: By garbage can

Residence Halls:

33 copies can be brought to the Residential Life Office in the Residential Hall East, First Floor, to be placed on the bulletin boards in both residential halls – Flyers must be approved prior to taking them to Residential Life.

Campus Center:

Campus Center staff will post on the 8 designated



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bulletin boards in the building. Flyers must be approved prior to taking them to the Campus Center.

Shuttle Busses:

10 copies of 11x17" landscape posters (no other size will be accepted) may be brought to the Office of Parking and Transportation for posting on the shuttles. Posters must be approved prior to taking them to the office.

Please do not post an approved poster on the shuttles yourself. *Please note that space is limited on the shuttles and the staff will do their best to display posters.*

- Posting is **not allowed** in any other locations on campus. Postings found in non-designated posting areas, such as on glass, circulation doors, walls, in bathrooms, in elevators, or on painted surfaces, will be removed and may lead to suspension of posting privileges.
- Do not remove or cover another organization's postings.
- Postings must be attached in a manner that will not damage the surface on which they are posted. Please use only push pins, thumbtacks, and regular staples on the bulletin boards. Do not use paste, glue, double-sided tape, masking tape, duct tape, adhesive backings, or heavy-duty staples.
- Organizations or departments are responsible for taking down their own postings after their event.
- University employees may remove unapproved or postings in non-designated posting areas.

Failure to Follow Policy

- Violations of the above posting policy can lead to sanctions, including the revocation of posting privileges or potential violations of the Student Code of Conduct, employee code of conduct, and/or applicable university policy. A warning email will be sent out before sanctions occur.
- Offices or departments that violate the above posting policy can also lead to sanctions including the revocation of posting privileges.
- Posters that are not UMB affiliated will not be approved and will be taken down.

Appeal Process

- Postings that are not approved may receive a second review by either the Dean of Students office (event postings) or the Vice Chancellor for Student Affairs office (informational postings).
- Appeals should be submitted via email to Dean.Students@umb.edu or



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VCSA@umb.edu and should include the following:

- A copy of the original posting
- Explanation of why the posting meets the guidelines
- The Vice Chancellor for Student Affairs, Dean of Students, or their designee will then review the appeal and contact the original appellant of the review for further information.
- A final decision will be issued within three business days of receipt of an appeal.

Questions About Posting Policy

Questions about this policy can be addressed to the Office of Student Activities or Dean of Students office. Our contact information is as follows:

- Phone Number: 617-287-7950 (Student Activities) or 617-287-5800 (Dean of Students)
- Email: Student.Activities@umb.edu or Dean.Students@umb.edu

Oversight Department: Office of the Vice Chancellor for Student Affairs

Responsible Party within Department: Vice Chancellor for Student Affairs