Campus Posting/RSO Mailbox Application

Please review the guidelines and instructions for completion on the reverse side of this form. Complete sections 1, 2, 3 and 4 below. Submit this application form, along with your poster/flyer, to the Center for Leadership, Activities and Career Services (CLACS) located in Helen Ferris Terrace Level. It is highly suggested to get your poster/flyer approved by CLACS before printing multiple copies. After approval, it is the student’s/RSO’s responsibility to post their flyers/posters around campus.

♦ RENTALS and FOR SALE items are not allowed. Please use the MyFSU classified ads or The Torch.
♦ BUSINESSES. $25 fee for RSO Mailbox Distribution only. We also suggest you utilize The Torch for your advertising, (231) 591-2609.

1 Check One Only (list name):
   □ Sponsoring RSO (in good standing) - ____________________________
   □ FSU Department – ____________________________________________________________________________
   □ Non Profit Agency - ___________________________________________________________________________
   □ Business - ___________________________________________________________________________________

2 Check One (or both):
   □ Campus Posting
   □ RSO Mailbox Distribution (240 copies)
   (Max: 11” x 17”)
   (Max: 8.5” x 11”)

3 Contact person ___________________________ Telephone ___________________________
   Email ________________________________

4 Poster subject matter (Name of event, meeting, etc.)
   ________________________________
   Date(s) of subject matter ________________________________

For Office Use Only: Center for Leadership, Activities and Career Services
Date submitted ___________  RSO in good standing ________
Employee Initials ___________  Business Paid ________
Organization/ Dept. Name on poster  Fundraiser: where money is going? ______
Contact name and phone number (or email) on poster
ADA Statement w/phone and email on poster
No alcohol, bar, or other questionable material on poster
*ADA is required for all University related events but not required for general membership meetings.
Submit one form for each poster/flyer to be posted and/or distributed to Registered Student Organization (RSO) mailboxes. Flyers/posters must be approved by the Center for Leadership, Activities and Career Services. **After approval it is the student’s/ RSO’s responsibility to post their flyers/posters around campus.**

**GENERAL GUIDELINES FOR MATERIALS**

- Must be in good taste, free from profanity, nudity, or sexually suggestive graphics/phrasing.
- Cannot promote the consumption of alcohol (i.e., drink specials, pictures suggesting alcoholic beverages, or mention of a “bar”)
- Cannot include discriminatory or derogatory statements or graphics.

Public events sponsored by the University and its affiliates (all RSOs, Departments, etc.) must include the following Americans with Disabilities Act (ADA) statement:

“Anyone with a disability who needs special accommodations to attend this event should contact (telephone number AND email) at least 72 hours in advance.”

- Activity must comply with University/RSO policies and guidelines.
- Poster must list sponsoring group’s name (RSO, Department or Non Profit agency).
- Poster must have an accurate contact name and phone number or email printed on the posters.
- If a fundraiser is being advertised the poster must state where/how the money is being used
- If event is a Finance Division sponsored event, poster must also give credit to Student Activity Fees as Allocated by the Finance Division of Student Government

The Center for Leadership, Activities and Career Services reserves the right to review and refuse to post any materials, and will provide a written reason for the refusal.

**How to post flyers around campus:**

1. Approved posters/flyers will be required to be stamped in the CLACS office by the student/RSO.
2. When poster/flyer is stamped, the student/RSO will receive a guide for posting and can place their posters at any time.
3. All posters/flyers must be removed within 7 days after the event date by the student/RSO.

**Directions for putting up Posters/Flyers:**

1. Please only use staples unless a pin is requested
2. Do not place your poster/flyer over another.
3. Do not remove another poster/flyer
4. If there isn’t room for your poster/flyer, notify the CLACS office at 591-2685.

**Consequences for not following poster policy:**

Any RSO/Student who does not follow the posting guidelines may be subject to disciplinary actions as outlined in the RSO handbook. Others may lose the opportunity to post on campus.

**RSO MAILBOX DISTRIBUTION**

There are approximately 240 registered student organizations, and all have a mailbox in the Center for Leadership, Activities and Career Services resource room. Flyers and letters can be distributed to these boxes by checking the box marked “RSO Mailbox Distribution” under number (2), completing the entire work order form, and submitting work order and flyers to the Center for Leadership, Activities, and Career Services. The CLACS staff will distribute your materials to mailboxes for you.

RSOs, University Departments, Businesses and Non-profit Community Organizations

Businesses have a $25.00 fee. All others may provide generic (not individual addressed) flyers to be distributed to all RSO mailboxes at no charge, provided it is not done in excess.

**RESIDENCE HALL DISTRIBUTION**

Approved and stamped flyers/posters for residential halls are turned in to the CLACS office. The CLACS staff will deliver directly to the housing office. Housing staff will hang the flyers/posters in each hall per their discretion.

Last Updated: 8/8/14
Use this guide when preparing your posters for distribution. The numbers in the middle column indicate the maximum number of posters at each location. Don’t forget the ADA statement on posters involving an event! **It is required by law.**

**Do not cover other postings.**

Please call 231.591.2685 with questions.

<table>
<thead>
<tr>
<th>Building</th>
<th>Number of posters</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Leadership, Activities, and Career Services</td>
<td>2</td>
<td>CLACS- Helen Ferris Terrace Front Desk</td>
</tr>
<tr>
<td>Housing</td>
<td>108</td>
<td>CLACS - Helen Ferris Terrace Front Desk</td>
</tr>
<tr>
<td>Swan</td>
<td>1</td>
<td>To the left of room 102</td>
</tr>
<tr>
<td>Swan (behind Elastomer Center building)</td>
<td>1</td>
<td>Across from room 117, next to the elevator</td>
</tr>
<tr>
<td>Johnson Hall</td>
<td>1</td>
<td>To the left of the 1st floor main entrance South end of building</td>
</tr>
<tr>
<td>Student Rec Center/Torch</td>
<td>22</td>
<td>Hand all posters to front desk</td>
</tr>
<tr>
<td>Bishop Hall</td>
<td>1</td>
<td>In Student Lounge room 203</td>
</tr>
<tr>
<td>West Campus Community Center</td>
<td>1</td>
<td>In main lobby area</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>2</td>
<td>Room 103, student study room Room 104, Bulletin board closest to the window</td>
</tr>
<tr>
<td>College of Health Professions (Victor F. Spathelf)</td>
<td>1</td>
<td>Student Lounge Room 208</td>
</tr>
<tr>
<td>Michigan College of Optometry</td>
<td>1</td>
<td>Bulletin Board in the student lounge room 318 (Only use half of the board)</td>
</tr>
<tr>
<td>IRC Connector (IRC/Business Building)</td>
<td>1</td>
<td>Bulletin Board west wall leading to the inside doors going into the College of Business</td>
</tr>
<tr>
<td>Timme Student Center</td>
<td>1</td>
<td>To the right of room 110</td>
</tr>
<tr>
<td>FLITE Outside Board</td>
<td>1</td>
<td>Outside the library. South side of FLITE by the bike rack.</td>
</tr>
<tr>
<td>Note: Posters for this board should be Laminated (weather-proofed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starr</td>
<td>3</td>
<td>1 by room 136 1 by room 129 1 across from 211 (Electrical Room)</td>
</tr>
<tr>
<td>Granger</td>
<td>2</td>
<td>1 on 1st floor outside of room 117 1 on 2nd floor, largest board to the left of the clock</td>
</tr>
<tr>
<td>Prakken</td>
<td>1</td>
<td>To the right of room 112</td>
</tr>
<tr>
<td>Alumni</td>
<td>1</td>
<td>To the right of room 121</td>
</tr>
<tr>
<td>Automotive Building</td>
<td>2</td>
<td>2 both in the student lounge on the first floor</td>
</tr>
<tr>
<td>Heavy Equipment Building</td>
<td>2</td>
<td>1 in the lecture hall in 202 1 on the bottom floor at the bottom of the stairs</td>
</tr>
<tr>
<td><strong>Total Number of Posters</strong></td>
<td><strong>155</strong></td>
<td></td>
</tr>
</tbody>
</table>

Look for this sign in the upper left hand corner of all approved bulletin boards.

**All posters must be approved/stamped and will be monitored by the Center for Leadership, Activities and Career Services (CLACS). Unapproved posters will be removed.**