



## Campus Bulletin Board Posting Procedure

College employees and Student Clubs are welcome to post flyers on campus bulletin boards. Only flyers related to activities, events or classes sponsored by Las Positas or Chabot Colleges will be approval stamped for general display.

Other announcements can be posted to the public board in the Cafeteria (Building 1600) without an approval stamp.

### Procedure:

- The College screens for culturally sensitive material. Please refer any questions or concerns to a Dean, a Club Advisor, the Student Life Director, or a Vice President.
- Limit flyer size to 8 ½ x 11 inches; one flyer per board bulletin board.
- Include the name of Las Positas College on flyer.
- Student Clubs must also include the full club name on flyer.
- Stamp flyers with a day after event removal date; remove all posted flyers promptly.
- Use only pushpins on campus bulletin boards.
- Please do not post over other flyers and do not hang on office windows or doors without the occupant's permission.

### Posting Stamp Approval:

**Staff/Faculty – Academic areas:** Bring the original flyer to your Dean's Office. It will be reviewed and stamped if approved for posting. **NOTE:** The original flyer is stamped, then make any additional copies needed (vs. stamping 50 original flyers).

**Staff/Faculty – Student Services areas:** Bring the original flyer to the Office of the Vice President, Student Services, Room 1669. It will be reviewed and stamped if approved for posting. **NOTE:** The original flyer is stamped, then make any additional copies needed (vs. stamping 50 original flyers).

**Student Clubs:** Bring the original flyer (pre-approved by Club Advisor) to Josué Hernandez, Program Coordinator, Student Life, Room 1634A. It will be reviewed and stamped if approved for posting. **NOTE:** The original flyer is stamped, then make any additional copies needed (vs. stamping 50 original flyers).

There is a 24-hour processing period. Please plan accordingly.