

# Northwest Missouri State University Posting Policy

## ALL POSTINGS ON CAMPUS MUST HAVE PRIOR APPROVAL

WHO CAN POST:	Recognized Student Orgs	Northwest Departments	Businesses (non-Northwest), public organizations and private citizens:
WHERE TO GET POSTING APPROVAL:	<b>Bearcat Link:</b> Create event on your org's page: <a href="https://nwmissouri.collegiatelink.net/">https://nwmissouri.collegiatelink.net/</a> <b>OR</b> <b>Get approval stamp at:</b> Office of Student Involvement J.W. Jones Student Union, 2nd floor	<b>Did University Marketing &amp; Communication create the posting for you?</b> If so, it will bear their stamp and no additional approval needed.  <b>Did your Dept. create the posting?</b> Send posting for approval <b>Email:</b> <a href="mailto:osi@nwmissouri.edu">osi@nwmissouri.edu</a>	<b>Email:</b> <a href="mailto:osi@nwmissouri.edu">osi@nwmissouri.edu</a> <b>OR</b> <b>Get approval stamp at:</b> Office of Student Involvement J.W. Jones Student Union, 2nd floor
WHERE CAN POSTINGS BE PLACED:	With approval stamp, you can post on University boards.	With approval stamp you can post on University boards	With approval stamp, you can <b>POST ONLY ON PUBLIC / NON-UNIVERSITY BOARDS.</b>

<p>Recognized student organizations and Northwest Department postings can be added to digital displays in the Student Union, and details can be placed on the University Calendar.</p> <p>Greek social fraternities and sororities must first register their events with Greek Life for approval prior to requesting posting approval.</p>	<p><b>ANY FORM OF SOLICITATION MUST RECEIVE PRIOR APPROVAL FROM AUXILIARY SERVICES.</b></p> <p><b>Email:</b> <a href="mailto:auxserv@nwmissouri.edu">auxserv@nwmissouri.edu</a></p>
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**Postings MUST HAVE the following information CLEARLY STATED:**

- Who is sponsoring the event = Student Org name, Northwest Department name or Public Entity
- What is the event that is being promoted?
- Where will the event take place? (Be specific)
- When = what specific DATE and TIME will the event be held?
- CONTACT INFORMATION such as a name, email, and phone number so people know who to contact.

PLEASE LEAVE ROOM FOR OSI

- Regulations:**
1. No postings on walls, doors or windows.
  2. No postings permissible in the bathrooms, except with express permission of the Office of Student Involvement.
  3. No postings on trees, fences, benches, lampposts, signs, monuments, or buildings or placed on parked cars.
  4. Postings may be attached with staples or push pins (tacks) to Bulletin Boards. No tape or glue is permitted.
  5. Postings must be removed within one week after the event.
  6. Postings may be no longer than 14 1/2 by 22 1/2 inches.
  7. NO INAPPROPRIATE CONTENT: pornography, obscenities, pictures or association to alcohol and/or illegal substances.
  8. Postings not in English need a translation on the posting.
  9. There may be only one posting hanging on each University Board.
  10. All postings on the University Boards MUST HAVE STUDENT INVOLVEMENT STAMP OR UNIVERSITY MARKETING & COMMUNICATIONS STAMP.
  11. Unusual postings outside the norm (i.e. oversized, odd locations, etc.) Contact Mark Hendrix at [MHENDRIX@nwmissouri.edu](mailto:MHENDRIX@nwmissouri.edu)

- Violations:**
1. Reports of violations may be submitted to the Office of Student Involvement
  2. For minor violations such as failure to remove expired postings, covering or removing another posting, or hanging more than one posting per bulletin board, the following sanctions will be imposed:
    - A. The first offense each academic year shall result in a written warning directed to the president of the org or the dept head.
    - B. Each subsequent offense shall result in the loss of posting privileges for 15 weeks excluding Northwest Holidays beginning on the date the violation was submitted.
  3. For major violations such as forgery of approval or hanging an unapproved posting, the following sanctions may be imposed:
    - A. Revocation of posting privileges for up to one academic year from the date of the decision.
    - B. A monetary fine up to \$25.00.
    - C. In extraordinary cases, the charges and evidence may be turned over to local or state authorities.

<b>Student Union</b>	
<b>Location</b>	<b>University Only/Public</b>
2nd Floor East Entrance (located by bookstore)	Public
2nd Floor E-Dome (3x)	1 University Only/2 Public
2nd Floor between restrooms & food vendors.	Office of Student Involvement & Reservable by Student Orgs

<b>Station</b>	
<b>Location</b>	<b>University Only/Public</b>
Main Hallway	2 University Only
Main Hallway	3 Res Life
Main Hallway	1 Public

<b>Brown Hall</b>	
<b>Location</b>	<b>University Only/Public</b>
2nd Floor Between Rooms 239 & 240	3 Public

<b>Wells Hall</b>	
<b>Location</b>	<b>University Only/Public</b>
1st Floor By Room 101	Public
1st Floor By Room 149	University Only

<b>Colden Hall</b>	
<b>Location</b>	<b>University Only/Public</b>
1st Floor Near Room 1400	Public
1st Floor Near Room 1170	Public
1st Floor Near Room 1050	Public
1st Floor by Main Stairwell	2 University/ 2 Public
2nd Floor by Main Entrance	2 University Only

<b>Valk</b>	
<b>Location</b>	<b>University Only/Public</b>
2nd Floor Main Entrance	Public
2nd Floor Across from Men's Restroom	University Only
2nd Floor (located by room 111)	Public
2nd Floor (located by room 117)	Public
1st Floor by HHPP Dept. Office	University Only

<b>Garrett-Strong</b>	
<b>Location</b>	<b>University Only/Public</b>
1st Floor East Stairwell	University Only
1st Floor Main Entrance	University Only
2nd Floor (across from Restrooms)	2 Public

<b>Administration Building</b>	
<b>Location</b>	<b>University Only/Public</b>
1st Floor by west Entrance	University Only
2nd Floor By Registrar Office	Public

<b>Fine Arts</b>	
<b>Location</b>	<b>University Only/Public</b>
1st Floor Near North Entrance	University Only
1st Floor Main Entrance	University Only
1st Floor Main Entrance	2 Public

<b>Lamkin</b>	
<b>Location</b>	<b>University Only/Public</b>
1st Floor by Room 133	Public
1st Floor by Room 134	Public
1st Floor by Room 135	Public
1st Floor by Room 137	Public
2nd Floor by Room 226	Public

<b>Martindale</b>	
<b>Location</b>	<b>University Only/Public</b>
1st Floor East Entrance	1 University Only/1 Public
1st Floor by Room 111	Public

<b>Library</b>	
<b>Location</b>	<b>University Only/Public</b>
1st Floor (Behind Starbucks)	University Only

**Bulletin Board Counts-Total for all UNIVERSTIY boards, PUBLIC boards and Residence Halls=150**

**UNIVERSTIY boards =15**

**PUBLIC boards=26**

**Fliers for Residence Halls should be taken to the Student Affairs office in the Student Union to be placed in Hall Director Mailboxes.**

**Individuals/groups are not permitted to enter Residence Halls and post fliers.**

**All fliers must be approved through Campus Activities or University Marketing & Communication first. (see reverse)**

**Total Residence Hall Count (Maximum) - 109**

Franken (13) Forest Village Apts. (7) Hudson/Perrin (27) South Complex (16) Roberta (7) Millikan (13) Phillips (13) Tower Suites(13)