

Polk State College Procedure

Subject	Reference	Date	Number
Promotional Materials on College Sites	DBOT Rule 2.07	1/09/07	6061

I. Purpose

The purpose of this procedure is to set standards of for posting material announcing College related activities and posting advertisements of activities or information from outside groups or businesses.

II. Objective

To assure that the materials and/or their method and place of presentation will be consistent with the philosophy and purposes of the college and the best interests of the entire College community.

III. Content of Material

Notices, posters, banners of advertisements to be presented on College sites will be done in an appropriate and dignified manner. Products which have been determined to be harmful or possibly injurious to health (tobacco, alcohol, for example) will not be advertised or promoted on the campus.

IV. Approval of Material

Inquiries from organizations outside of the College which wish to post materials on College sites will be sent to the appropriate Associate Dean of Student Services or designee. Board Rule 6H x 21-2.07 delegates to the President the authority to act as its agent in determining the appropriateness of any material to be presented on campus. Material presented on College sites does not constitute official endorsement by PSC.

The size of posters, flyers or bulletins that can be posted on bulletin boards will be no larger than 11" X 17". All items must be stamped and dated by the Office of the appropriate Associate Dean of Student Services or designee and will remain up for a minimum of 14 days.

V. Place of Posting

The accepted places of posting include:

1. Classroom bulletin boards for College related activities only.
2. Any bulletin board that is not assigned to a group.
3. Billboards provided by Facilities.
4. Other locations as approved by the appropriate Associate Dean of Student Services or designee..

VI. Removal of Material

Notices that become unsightly or outdated will be removed. Approved materials will remain up for a minimum of 14 days. All material except permanent postings required by law will be purged from all open bulletin boards at the end of every term.

History: Adopted: April 29, 1991
Revised: January 9, 2007

Distribution: All Holders of PSC Procedures Manual
All PSC Employees

<i>Eileen Holden</i>	1/9/07		1/9/07
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Eileen Holden</i>			1/9/07
President's Approval			Date