



ASSOCIATED STUDENTS POSTING POLICY

Student Life Office, Mt. San Antonio College

Informed by A.S. Publicity Directive

Sample Posting with A.S. Approval Stamp

AUTHORIZED POSTING AREAS

A.S. Publicity Directive, Section III

Publicity may only be posted on posting boards, one posting per board.

Publicity may **not** be posted on:

- Floors
- Windows
- Exterior painted surfaces of buildings
- Faculty or department boards
- Light poles
- Cars
- Living objects (i.e. trees)

Unauthorized buildings on campus include:

- Founder's Hall (bldg. 10)
- Student Services Building (bldg. 9B)
- Science Building (bldg. 60)
- Math Building (bldg. 61)
- Cement walls in and around bldg. 60 & 61 (including all walls of the bldg. 60 quad)



MT.SAC
FOOD CLUB



BBQ Sale
Wednesday, February 29, 2012
11:00 AM - 1:00 PM
9C Kitchen & Patio

To request reasonable disability related accommodations, please contact us at least five business days in advance of the event.

CONTACT INFO: advisor@mtsac.edu



POSTING GUIDELINES

A.S. Publicity Directive, Section IV.A

All publicity relating to a specific event must have the following:

- Name of the College (Mt. SAC)
- Name of the sponsoring organization (club)
- Date, time, and location of event
- Advisor contact information (phone or email)
- DSP&S Accommodations Statement:
"To request reasonable disability related accommodations, please contact us at least five business days in advance of the event."

Additional guidelines:

- Any event receiving funding from the A.S. must denote the source of funding on all printed materials.
- Before printed materials are reproduced, they must bear the authorized "please recycle me" logo as well as the A.S. stamp and signature of the Student Center Specialist or designee.
- Printed or electronic materials in a Non-English language must have an English translation when being submitted for A.S. approval.

Any postings missing any of the above information will not be approved.

DISCIPLINARY PROCEDURES

A.S. Publicity Directive, Section IV.E

Any violation of this Directive will result in the following actions:

- 1st Violation:** Written warning sent to the appropriate club officers/or person of authority and Advisor.
- 2nd Violation:** Written warning and restricted use of all publicity posting dissemination and/or use of College and A.S. publicity resources for one (1) month.
- 3rd Violation:** Written notification of being restricted from using the A.S./College publicity resources and from posting on campus for a period of one (1) semester.

MAINTENANCE & REMOVAL OF PUBLICITY

A.S. Publicity Directive, Section IV.C

Printed materials that litter, deface, or destroy campus property are prohibited. All publicity related to an activity, event, election, etc., is to be **removed by the sponsoring group(s) no later than 5:00 p.m. two business days following the conclusion of the event** (removal includes staples, tape, tacks, etc.). It is the responsibility of each organization to maintain its publicity and information in a neat manner. A.S. reserves the right to remove any approved publicity (bearing the A.S. approval stamp) that is outdated or in violation of this Directive. Any publicity that does not bear the A.S. approval stamp for posting is subject to removal by A.S. Senate members, ICC officers and designated College personnel.