

# ASSOCIATED STUDENTS POSTING POLICY

*Student Life Office, Mt. San Antonio College*

Extracted by A.S. Publicity Directive

Sample Posting with A.S. Approval Stamp



## MT. SAC

## FOOD CLUB



### Pizza Sale

\$1 per slice

Wednesday, February 29, 2020

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](mailto:advisor@mtsac.edu)  
(909) 274-XXXX

## AUTHORIZED POSTING AREAS

A.S. Publicity Directive, Section III

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

**Publicity may be posted on wooden stakes. Wooden stakes may only be used along walkways adjacent to grass areas. Wooden stakes are to be at least 10 feet apart and 3 feet high. Signage can be no longer than 4 feet in length. Note: clubs/organizations are responsible for buying their own stakes**

Publicity may **not** be posted, taped, or staked on the following:

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

Publicity may not be posted at the following locations:

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

## 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)
- ACCESS Accommodations Statement:  
"To request reasonable accessibility 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. Please allow for at least 3 business days for approval. Email publicity in PDF format to [as\\_postings@mtsac.edu](mailto:as_postings@mtsac.edu)**

## VIOLATIONS

A.S. Publicity Directive, Section IV.E.

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

- 1<sup>st</sup> Violation:** Written warning sent to the appropriate club officers/or person of authority and Advisor.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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.