



Office of
Student Activities

Any postings MUST be approved and stamped with an expiration date by the Office of Student Activities in room H-759. Posters must be attached to this form to be approved.

Posters and requests to post are approved by the Director of Student Activities to ensure that all pertinent details are provided, as well as the overall appropriateness of the post. Approved posters will be stamped with approval and an expiration date before they can be posted. Those wishing to post can either provide a single copy of posters with the “Request to Poster” form and then make copies of that document once it has been stamped OR they can provide multiple copies to be separately stamped. Once approval has been granted, requestors will be contacted by email to pick up the approved documents for posting.

Posters can only be placed in approved locations. These include bulletin boards throughout campus that are designated as belonging to the Office of Student Activities, as well as the kiosks in the Student Center. Posters are not allowed to be placed on doors or windows. Further, as indicated above, posters are noted with an expiration date and will be removed after that date.

Student Organization (if applicable): _____

Student Making Request: _____ *Position:* _____

Phone: _____ *Email:* _____

Description of Poster (event): _____

Proposed Removal Date: _____

By signing this document, you are agreeing to the posting policies noted above.

Student Name: _____

Student Signature: _____ *Date:* _____