



(Please scan to go directly to approval page)

## Laney College Posting and Approval of Fliers Policy

**Please allow 24-48 hours for the approvals process.**

Laney College welcomes postings that allow sharing information to our students, faculty, staff, and community partners; especially those that support student success.

1. Email flier requests to <https://laney.edu/student-services/approvals/>
2. As permitted herein, no posters, handbills, leaflets, or any other form of announcement or statement may be placed on or against, attached to, or written on any structure or natural feature of the campus including, but not limited to the sides of doors or buildings, windows, the surface of walkways or roads, posts, waste receptacles, or trees. Nor may any chalk, paint, or permanent markings be made on such structures.
3. Only materials that have been pre-approved by the **Office of the Vice President of Student Services** can be displayed in designated campus locations.
4. Materials may not exceed 12"x 18" in size. Materials may be posted for **two weeks or until the day after the event**.
5. **Requester must remove postings.** A maximum of 20 postings may be approved, and requester must provide a copy to the **Office of the Vice President of Student Services** to keep on file.
6. All materials must include contact information (**email, name, and/or phone number**) and a visual or graphic. Please do not submit plain text on a white background.
7. **Postings that have not received approval from the Office of the VPSS are subject to removal.**
8. Postings displayed in non-designated campus locations, and/or not in accordance with the rules of the **Office of the Vice President of Student Services** are subject to removal.
9. Internal postings from **faculty** and **staff** must include the following disclaimer: **Laney College does not discriminate on the basis of age, race, religion, color, gender identity, gender expression, sexual orientation, ancestry, citizenship, national origin, military or veteran status, disability, marital status, pregnancy, medical condition, and immigration status.**

### **Community Partners & Outside Entities**

All materials must include contact information (**email, name and/or phone number**) and a visual or graphic. Please do not submit plain text on a white background. Please note, in the event that your flier is not removed in a timely manner, we may not approve future postings.