

CUAA Full Posting Policy

To post posters, signs, or fliers on campus they must be connected to the University by means of an office, department, program, course, or student organization for an event or opportunity for students. **At the minimum, all posters must include: the organizations contact information AND what organization or group is leading (or sponsoring if for external organization) the event.** If poster has the aforementioned details, the poster may be posted on the approved venues below with proper approval from either Student Events Coordinator, LaDonna Hawthorne (ladonna.hawthorne@cuaa.edu) or from the persons named below.

The Department of Student Events can assist any student or student organization with ideas about making posters. **Student Event Coordinator LaDonna Hawthorne must approve all posters prior to posting for opportunities not connected with the University—i.e. external organizations.**

Below are the approved venues for posting and the person responsible for governing the postings in that building:

- Student Services Building: plastic holders at entrances and in bathrooms, and bulletin board by the west entrance.
 - Responsible person: LaDonna Hawthorne (ladonna.hawthorne@cuaa.edu)
- Student Union: plastic holders at entrances and in bathrooms, and the pillar outside the Administration Office, and bulletin board in hallway
 - Responsible person: LaDonna Hawthorne (ladonna.hawthorne@cuaa.edu)
- Residence Halls: Common Area bulletin boards (that Hall R.A. is responsible).
 - Responsible person: Sam McCord (samantha.mccord@cuaa.edu)
- TV monitors throughout the campus
 - Responsible link: <https://www.cuaa.edu/about/offices/strategy-university-affairs/add-event.html>
- Field House: plastic holders at entrances and in bathrooms
 - Responsible person: Matthew Korte (matthew.korte@cuaa.edu)
- Kreft: plastic holders at entrances and approved bulletin boards.
 - Responsible person: Dr. Erin Laverick (erin.laverick@cuaa.edu)
- Kreiger: plastic holders at entrances and approved bulletin boards
 - Responsible person: Dr. Erin Laverick (erin.laverick@cuaa.edu)
- Science: plastic holders at entrances
 - Responsible person: Dr. Erin Laverick (erin.laverick@cuaa.edu)

- Library: plastic holders at entrances and the bulletin board by the North entrance.
 - Responsible person: Rachel Davies (rachel.davies@cuaa.edu)
- North Building: Bulletin Board on first floor entryway, Bulletin Board in Student Lounge, Bulletin Board on 2nd floor near Chapel.
 - Responsible person: Ben Oliver ben.oliver@cuaa.edu

NOTE 1: Plastic holders (in bathrooms and at entrances) are considered additional, approved “designated areas” on campus (the same as the bulletin boards) to post signs, handbills, or fliers. These are all 11” x 17” (except for the 8” x 10” plastic holders in the Field House bathrooms). Posters placed near entrances are only to be placed in the plastic holders by the entrances—not on entry way doors.

NOTE 2: An official Concordia University department leader or faculty member must approve the postings and note that dept./office contact on the poster. If there is no official Concordia University department noted or involved, it must be approved by the Student Events staff member with a time/date stamp on the poster. The Student Events office [LaDonna Hawthorne (ladonna.hawthorne@cuaa.edu)] can assist with this process. The originator must take down the postings after the event. If stamped, that date/time signals their approval and when they are to be removed. All other postings on campus will be a violation of the Code of Student Conduct (see NOTE 4 below).

NOTE 3: It is important to check with the person responsible for governing the postings in that building to determine when the sign, handbill, or flier can be put on the appropriate board or in the plastic holders and when they must be removed. This can be done by going to their office or emailing them.

CUAA/CUW CODE OF STUDENT CONDUCT

Article III: Student Welfare Policies

D. Poster and Posting Policies

1. Student organizations, faculty and staff are allowed to post signs, posters, or fliers in designated areas in buildings and residence halls in compliance with established posting procedures. All information must first be entered onto the Campus Calendar and approved for posting by the Student Life Office.
2. Regulations
 - a. Posters and fliers may not exceed 11 x 17 inches in size. Any sign bigger than this must receive special approval from the Student Life Office.
 - b. The name of the sponsoring group must appear on each flier, sign, or display. It is preferred to have the name spelled out (acronyms, and logos may be used if they are easily recognizable and easily identify the sponsor).
 - c. Sponsoring groups shall remove all posters after the advertised event. Signs without a Student Life stamp, those left after the expiration date, or those posted in an unauthorized area will be removed.

- d. Signs may not be posted on walls (interior or exterior), trees or shrubs, trash cans, elevators, or any other area other than specific bulletin boards. Any signs posted in unapproved areas will be removed. Only one poster per event is allowed on each bulletin board.
- e. Any CU events that require lawn signs must be approved by the Campus Safety office. Such signs are restricted to use on the day of the event.
- f. Guidelines for Approval: It is difficult to set definitive standards for the approval of the content contained in posters. Therefore, CUW sets forth in writing these guidelines in order to give students general notice of appropriate conduct. The regulations should be interpreted broadly and are not designed to define posting conduct in exhaustive terms. The following are examples of content (explicit or implied) which are inappropriate:
 - i. Any poster/posting which is not compatible with the Mission of the University and/or the doctrines of the Lutheran Church-Missouri Synod;
 - ii. Words or images which demean the University, any office/organization/entity of the University, or student organization of the University;
 - iii. Words or images which demean an individual/group by targeting an individual/group's race, gender, and/or religion;
 - iv. Words or images which are sexually suggestive; or
 - v. Words or images of alcohol or drugs.
- g. Students who identify themselves as a student of the University (explicitly or implied) or a member of a University organization on the internet (e.g., student organization, athletic team, choir) and/or electronic social networks (e.g., Facebook, YouTube) assume the responsibility for the content posted and are subject to sanctions contained in the Student Conduct Code for failure to abide by the posting guidelines directly above.