



Procedures for Posting Materials at Sandburg

Postings are permitted on bulletin boards throughout Sandburg campuses however, the materials must first be approved by the Marketing and Public Relations Director. Postings are prohibited on glass surfaces, doors, painted surfaces, window and door frames, floors, building signs, light poles, automobiles, sidewalks, and exterior surfaces of the College buildings.

Procedure 3.20.0.2 for Posting on Bulletin Boards:

1. The request is approved, not approved, or modified by the Director of Marketing and Public Relations or Center Directors respectively.
2. The word **APPROVED** with a date to be posted and a removal date is stamped on the front of an approved posting.
3. Marketing and Public Relations Office or Center Directors respectively are responsible for displaying and removing postings and flyers on the bulletin boards.

Other Bulletin Boards:

Various committees, clubs and departments post pertinent information on bulletin boards assigned to the department or club. These bulletin boards are managed by the specific academic program faculty or club members.

Questions? Or for more information, please contact the Marketing and Public Relations Office at 309.341.5328