



Success. It's In Our Nature.

**Policy Name:** Proper Placement of Postings

**Policy Number:** F-8

**Functional Area(s) Responsible:** Administration & Finance

**Owner(s) of Policy:** Facilities

**Most Recent BOT Approval Date:** March 2011

**Most Recent Review Date:** Spring 2023

**Most Recent Review/Revision Type:**  none  minor/non-substantive  substantive/extensive

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**Policy Statement:**

Finger Lakes Community College requires that all notices, signs, announcements, flyers, publications, signage, etc., be reviewed and approved by designated administrative offices before being posted for the purpose of communicating to external and/or internal audiences of FLCC. This includes materials posted using paper, electronic, or other formats.

Postings (including but not limited to flyers, posters, and stickers) may not be placed directly on windows, doors, display cases, stairway handrails, painted walls, walls of public corridors or other surfaces not specifically designated as approved posting sites or on exterior of the building.

The walls inside faculty offices as well as faculty office doors and common areas within office suites considered an extension of classroom communication tools are exempt from this policy.

**Reason(s) for Policy:**

This policy will support the College in maintaining a safe, secure physical environment that is non-threatening and conducive to learning while also promoting a positive image of the College.

**Applicability of Policy:**

This policy applies to all Finger Lakes Community College faculty, staff, and students.

**Definitions:**

None

**Related Documents:**

- FLCC Employee Handbook
- FLCC Logo and Brand Guidelines

**Procedures:**

The procedures outlined below must be followed by faculty, staff and students of FLCC, including mandatory review and approval of all postings by designated administrative offices as outlined below.

**Student Life Procedures**

Student Life notices, signs, announcements, and flyers must be stamped at the Office of Student Life prior to

posting. Only officially recognized campus organizations/events notices will be approved for general posting. Notices must be removed after their effectiveness is served or within one day of an event.

If a notice has not been approved for general posting by the Office of Student Life or if the Office of Student Life cannot approve a notice for general posting, then said notices must be confined to designated bulletin boards.

The walls located in the Office of Student Life are available to anyone wishing to post notices and postings do not require an official stamp.

External Student Life postings outside of the main building in Canandaigua such as flyers, posters, sandwich boards, and other informational/promotional materials used for student-related informational purposes must be approved by the Office of Student Life prior to posting.

All non-Student Corporation-affiliated postings must follow FLCC logo and brand guidelines when the FLCC logo is used. All Student Corporation-affiliated postings should follow Student Life Office practices. FLCC logo standards will apply should the FLCC logo be incorporated.

### **General FLCC Procedures – Marketing and/or Advancement**

All general FLCC informational materials for exterior posting at the main Canandaigua campus must be approved and stamped at the Marketing or Advancement offices prior to posting. Only officially recognized campus organizations/events notices will be approved for exterior posting in accordance with the policy above.

FLCC logo standards and brand guidelines will apply should the FLCC logo be incorporated.

### **Campus Center Posting Procedures**

At the Campus Centers, all exterior/external and internal postings must be approved by the Campus Center administrator at the Center prior to posting.

Campus Center postings should follow Campus Center identity elements and templates available at each Campus Center.

### **Forms/Online Processes:**

<https://intranet.flcc.edu/teamsites/marketing/default.aspx>

- See Intranet for FLCC Logo and Brand Guidelines or consult the FLCC Marketing Office

### **Appendix:**

None