

---

**Procedure:** Signs – Campus Postings - Handbills

**Reference No.:** 5.12

**Authority:** College President

**Cross Reference:** Policy 1.2, 1.3

**Approved:** June 21, 1995

**Revised:**

---

1. All postings for college sponsored activity placed on campus bulletin boards must carry an approval stamp issued by the Student Activities Office. Student Activities will have the responsibility to simply verify that signs or notices are being issued by College clubs, organizations or SUNY Broome Community College affiliated individuals. The Director of Student Activities may disapprove any postings that he/she considers detrimental to the conduct of college affairs. (If approval for posting is denied by the Director, the applicant may appeal to the Vice President for Student and Economic Development whose decision is final.)
2. Class cancellation notices and notices carrying the sponsorship of a college administrative office do not require an approval stamp, but must show the name of the responsible administrative office.
3. To avoid clutter and aesthetic pollution and to ensure safety (blocked view on glass doors), all campus signs are to be placed only on the available bulletin boards. Signs located elsewhere (glass doors, finished walls, etc.) will be removed.
4. Signs or notices by any non-profit organization are also appropriate, but must adhere to Item #1 and #3 above.
5. Signs or notices by profit making organizations or by individuals not affiliated with the College are allowed only on Student Center bulletin boards, but must adhere to Item #1 and #3 above.
6. The person, group, club, office, etc. that places all posters is responsible for removing them once they are out of date.
7. Handbills
  - A. All handbills must adhere to the same procedures as those listed above for postings.
  - B. Handbills are defined as material personally distributed or left on car windshields or other places for pick-up.