

Ferris State University – Big Rapids Campus Posting and Quad Sign Policy

The Center for Leadership, Activities and Career Services coordinates campus postings and quad sign requests. Questions can be directed to: 231.591.2685 or clacs@ferris.edu

For-Profit Businesses ONLY

1. Complete the electronic Non-Ferris Posting Approval form located on the CLACS website www.ferris.edu/clacs
2. An approved posting approval form allows these groups to post in RSO mailboxes.
3. Poster size shall be no larger than 8 ½ X 11 for RSO mailboxes. There are 225 RSO mailboxes.
4. Businesses incur a \$25 fee per posting. Not per number of copies.
5. Drop off poster copies at the CLACS office, University Center Suite 121.
6. All organizations are prohibited from placing advertising materials on cars.
7. Other ways to advertise on campus include: The Torch newspaper and informational tables in or outside of designated buildings. For more information: Contact The Torch at 592.8391 or CLACS at 591.2685

Non-profit Organizations ONLY

1. Complete the electronic Campus Posting form for Non-Ferris located on the CLACS website www.ferris.edu/clacs under “forms and policies”
2. An approved posting approval form allows these groups to post in RSO mailboxes and CLACS designated bulletin boards.
3. Non-profit Businesses will not incur a fee.
4. All organizations are prohibited from placing advertising materials on cars.
5. Poster or sign must list sponsoring group’s name along with contact information
6. Poster size shall be no larger than 11X17 for bulletin boards and 8 ½ X 11 for RSO mailboxes
7. There are 225 RSO mailboxes. Drop off RSO mailbox copies at the CLACS office, University Center Suite 121.
8. The sponsor must hang posters as listed on the “Posting Location List” below on a board that has been designated with a CLACS logo in the upper-left hand corner.
9. Do not place your poster/flyer over another. Do not remove another poster/flyer. If there isn’t enough room for your poster/flyer, notify the CLACS office at (231) 591-2685.
10. All posters/flyers must be removed within two business days after the event date by the sponsor. Posters for non-dated events must be removed by the end of the semester.
11. It is the sponsor’s responsibility to provide copies and distribute as allowed by this policy
12. Other ways to advertise on campus include: The Torch newspaper and informational tables in or outside of designated buildings. For more information: Contact The Torch at 592.8391 or CLACS at 591.2685

Registered Student Organizations, Campus Departments

1. Complete the Posting and Quad Sign approval form in Bulldog Connect.
2. An approved Posting and Quad Sign registration allows these groups to post on CLACS designated bulletin boards, RSO mailboxes, Digital Signs, Residence Halls, and to place signs on the Quad.
3. All organizations are prohibited from placing advertising materials on cars.
4. Public events sponsored by the University and its affiliates (all RSOs, Departments, etc.) must include the following Americans with Disabilities (ADA) Statement and Equal Opportunity Statement:
 - a. *“Anyone with a disability who needs accommodations to attend this event should contact (telephone number and contact email) at least 72 hours in advance.”* Be sure to replace (telephone number and contact email) with your contact’s actual telephone number and contact email
5. Ferris State University follows a strict policy of non-discrimination. and all external print. electronic and online materials published on behalf of the university require inclusion of one of the following non-discrimination statements.
 - a. *“Ferris State University is an equal opportunity institution. For information on the University’s Policy on Non-Discrimination, visit www.ferris.edu/non-discrimination.”*
6. If poster is for an RSO event, sponsor must submit Bulldog Connect Event Registration Form before poster will be approved
7. If the event is a Finance Division sponsored event, the poster must include the Student Activity Fund logo and be reviewed by the Fund Administrator before submitting this form
8. Poster or sign must list sponsoring group’s name along with contact information
9. Poster size shall be no larger than 11X17 for bulletin boards and 8 ½ X 11 for RSO mailboxes
10. If the posting or sign is regarding money or goods collected, the posting or sign shall state to whom the proceeds or goods will be donated to.
11. **Electronic Signs** - Approved postings will be sent to the Academic Affairs and the University Center digital signs by CLACS. Please note that horizontal posters transfer best for the digital signs. If any other digital signs are

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desired, the sign owner should be contacted directly. The digital sign owner has discretion over what is used. Call the digital sign owner if you have questions.

12. **Quad Signs** - additionally known as "rush signs". Must be no larger than 4' x 8', made of sturdy construction, may not be placed on sidewalks, may be secured to a light pole only with a plastic or rubber coated chain/wire. Must be removed immediately upon the end of recruitment period (See below for diagrams of example signs)
13. **Bulletin Boards** - The sponsor must hang posters as listed on the "Posting Location List" below on a board that has been designated with a CLACS logo in the upper-left hand corner. This list is also available on Bulldog Connect in the form application.
14. Do not place your poster/flyer over another. Do not remove another poster/flyer. If there isn't enough room for your poster/flyer, notify the CLACS office at (231) 591-2685.
15. All posters/flyers must be removed within two business days after the event date by the sponsor. Posters for non-dated events must be removed by the end of the semester.
16. **RSO Mailboxes** - There are 225 RSO mailboxes. Drop off RSO mailbox copies at the CLACS office, University Center Suite 121.
17. Other ways to advertise on campus include: The Torch newspaper and informational tables in or outside of designated buildings. For more information: Contact The Torch at 592.8391 or CLACS at 591.2685

RSO, Ferris Departments, and Non-Profit Businesses only Bulletin Board Posting Location List

135 Total Copies

- Center for Leadership, Activities and Career Services (Hand in at front desk in University Center, Suite 121) - 1
- Housing, Cramer Hall (See Housing Posting instructions) – 103
- Bishop Hall, School of Education (Hang on 4th floor bulletin board, right of restroom past elevator) -- 1
- Swan (Behind Elastomer Center building; board between 113 & 115 - 1
- Johnson Hall (Hang by the Humanities Office on the first floor beside JOH 119) - 1
- Birkam Health and Counseling (Hand in to the Receptionist on first floor) - 2
- Student Rec Center (Hand in to the front desk) – 1
- Heavy Equipment Building (Hang one in the lecture hall in 202; hang one on the ground floor at the bottom of the stairs) – 2
- Public Safety (Give to the Dispatcher in WCO-DPS) - 1
- Bishop Hall (Hang in the Student Lounge in room 203) - 1
- Pharmacy Building (Hang one in Student study room, room 103; hang one in room 104 on Bulletin board closest to the window) - 2
- College of Health Professions (Victor F. Spathelf building; hang in Student Lounge, room 208) - 1
- Michigan College of Optometry (Hand in to Administrative Office, room 236) – 1
- Racquet & Fitness Center (Hand in to the front desk) - 1
- IRC Connector (IRC/Business Building; hang on first bulletin board on the left as you go from IRC Connector to the College of Business) - 1
- Timme Student Center (Hang to the right of room 110) – 1
- Music Activities Center (Give to the desk in room 102) -- 1
- FLITE Outside Board (Note: these posters should be laminated for weather proofing; hang outside of the library, south side by the bike rack) - 1
- Starr Building (Hang one by room 136; one by room 129; one across from 211-Electrical Room) – 3
- Williams Auditorium (Hand in to Starr 205; if no one is present, slide under the door) - 2
- Granger (Hang one on 1st floor outside of room 117; one on 2nd floor on largest Bulletin board to the left of the clock) - 2
- Prakken (Hang one to the right of room 112) - 1
- Alumni (Hang one to the right of room 121) - 1
- Automotive Building (Hang both in the Student lounge on first floor) – 2
- Corporate Professional Development (Put in inter office envelope marked CPD-Charter Schools) – 1

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Posters for the Housing Office should be counted, clipped and marked per the list below and dropped off to the Housing Office in Cramer Hall.

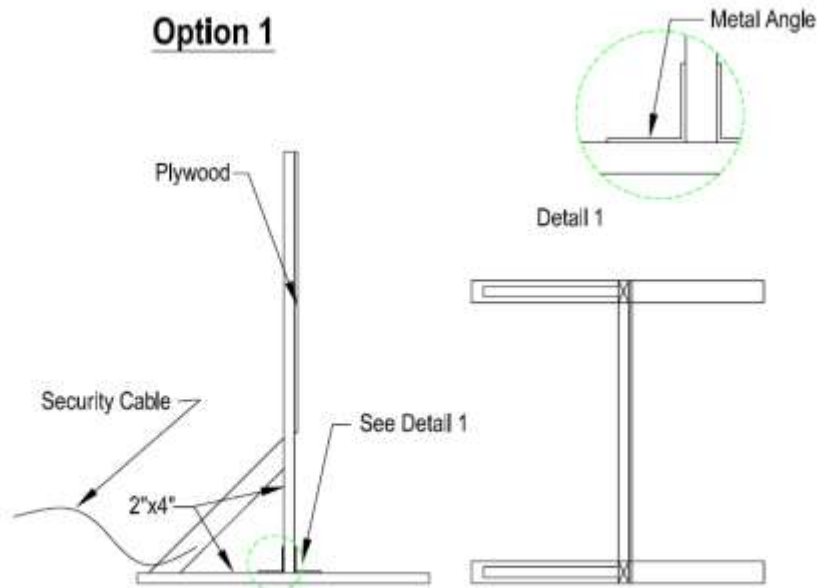
Henderson (5)	McNerney (6)	Bond (8)	Miller (7)	Pickell (5)
Puterbaugh (5)	Hallisy (7)	Cramer (11)	Clark (6)	Travis (6)
Brophy (7)	Vandercook (6)	Ward (7)	North (12)	
West Campus Community Housing (5)		East Campus Suites (3)		

Sample Quad Sign Diagrams

Notes:

- 1. Max SignSize is 4'x8'
- 2. In-ground Signs Are Prohibited.
- 3. Sign May Be Secured Using Coated Security Cable.

Option 1



Option 2

