

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 the purposes of this policy a document is a flyer, poster, plugger, paper sign. A quad sign is a wooden constructed sign.

For-Profit Businesses ONLY

1. Complete the electronic Campus Posting form for Non-Ferris located on the CLACS website www.ferris.edu/clacs
2. An approved posting approval form allows these groups to post in RSO mailboxes.
3. Document size shall be no larger than 8 ½ X 11 for RSO mailboxes. There are 230 RSO mailboxes.
4. Document must list sponsoring group's name along with contact information
5. Businesses incur a \$25 fee per posting. Not per number of copies.
6. Drop off document copies at the CLACS office, University Center Suite 121.
7. All organizations are prohibited from placing advertising materials/documents on cars.
8. 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, electronic digital signs and CLACS designated bulletin boards.
3. Non-profit Businesses will not incur a fee.
4. **Electronic Digital Signs** - Approved postings will be sent by CLACS to the digital sign owners in the following locations: Academic Affairs, University Center, and Housing. Please note that horizontal posters transfer best for the digital signs. If any other digital signs are 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.
5. All organizations are prohibited from placing advertising materials/documents on cars.
6. Document must list sponsoring group's name along with contact information
7. Document size shall be no larger than 11X17 for bulletin boards and 8 ½ X 11 for RSO mailboxes
8. There are 230 RSO mailboxes. Drop off RSO mailbox copies at the CLACS office, University Center Suite 121.
9. The sponsor must hang documents as listed on the "Posting Location List" below on a board that has been designated with a CLACS logo.
10. Do not place your document over another. Do not remove another document that is not yours. If there isn't enough room for your document, notify the CLACS office at (231) 591-2685.
11. All documents must be removed within two business days after the event date by the sponsor. Documents for non-dated events must be removed by the end of the semester.
12. It is the sponsor's responsibility to provide copies and distribute as allowed by this policy
13. 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 and Campus Departments ONLY

1. Complete the Campus Posting and Quad Sign form in Bulldog Connect.
2. An approved Posting and Quad Sign registration allows these groups to post on CLACS designated bulletin boards, RSO mailboxes, Residence Halls, and to place signs on the Quad.
3. All organizations are prohibited from placing advertising materials/documents 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 on all documents:
 - 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 the following non-discrimination statement.
 - 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 document is for an RSO event, sponsor must submit Bulldog Connect Event Registration Form before document will be approved.

Revised 1/14/2020

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. Document must list sponsoring group's name along with contact information
9. Document size shall be no larger than 11X17 for bulletin boards and 8 ½ X 11 for RSO mailboxes
10. If the document mentions money or goods collected, the document shall state to whom the proceeds or goods will be donated to.
11. **Electronic Digital Signs** - Approved postings will be sent by CLACS to the digital sign owners in the following locations: Academic Affairs, University Center, and Housing. Please note that horizontal posters transfer best for the digital signs. If any other digital signs are 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** - 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 using a plastic or rubber coated chain/wire. Must be removed immediately upon the end of recruitment period.
13. **Bulletin Boards** - The sponsor must hang documents as listed on the "Posting Location List" below on a board that has been designated with a CLACS logo. This list is also available on Bulldog Connect in the form application.
14. Do not place your document over another. Do not remove another document. If there isn't enough room for your poster/flyer, notify the CLACS office at (231) 591-2685.
15. All documents must be removed within two business days after the event date by the sponsor. Documents for non-dated events must be removed by the end of the semester.
16. **RSO Mailboxes** - There are 230 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

149 Total Bulletin Boards (including Housing)

- Center for Leadership, Activities and Career Services (Hand in at front desk in University Center, Suite 121) – 1
- Corporate Professional Development (Put in inter office envelope marked CPD-Charter Schools) – 1
- 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
- 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
- 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
- FLITE Outside Board (Note: these posters should be laminated for weather proofing; hang outside of the library, south side by the bike rack) – 1
- FLITE 123 Academic Literacies Center – 10
- 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
- Music Activities Center (Give to the desk in room 102) -- 1
- Timme Student Center (Hang to the right of room 110) – 1
- Center for Latin@ Studies (Give to staff in room IRC 131) - 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
- Michigan College of Optometry (Hand in to Administrative Office, room 236) – 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
- Public Safety (Give to the Dispatcher in WCO-DPS) - 1

Revised 1/14/2020

- Bishop Hall (Student Lounge room 203 and 4th floor bulleting board, right of restroom past elevator) - 2
- Heavy Equipment Building (Hang one in the lecture hall in 202; hang one on the ground floor at the bottom of the stairs) – 2
- Racquet & Fitness Center (Hand in to the front desk) - 1
- Housing, Cramer Hall (See Housing Posting instructions) – 106
 - Documents for the Housing Office should be counted, separated by paper clip 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)		