



Guidelines for Posting & Distribution of Printed Materials

A. Purpose

1. The purpose of these guidelines is to set forth Sam Houston State University rules and regulations regarding the posting and/or distribution of printed materials on SHSU property to ensure an atmosphere conducive to the educational purposes of the university.
2. If a posting and/or distribution applies to expressive activity, please review SHSU's Expressive Activity Policy.

B. Definitions

1. A-Frames & Sandwich Boards – any upright rigid supporting frames in the form of a triangle or an inverted V.
2. Banners – larger signs, up to six feet in length and three feet in width, or of similar dimensions.
3. Flyers/Posters – placards or signs intended for posting on a designated bulletin board.
4. Table-Tents – self-standing promotional units created from printed and folded cardstock and designed to be placed on any horizontal surface.
5. Yard Signs- temporary signs that are affixed to the ground with stakes or poles and intended to be displayed for a limited period.

C. Eligibility

1. SHSU Departments may post and/or distribute printed materials on the university campus in compliance with university policy.
2. Officially recognized student organizations (RSO) may post and/or distribute printed materials on the university campus in compliance with university policy.
3. Private Enterprises and/or Non-profit organizations will be permitted to post and/or distribute printed materials on the university campus only during Bearkat Mania.

D. Posting

1. Posting Approval
 - i. SHSU Departmental postings must include the full department name and contact information. No stamp of approval is needed.
 - ii. RSO posting designs must be submitted through BearkatHQ for digital review and approval by the Department of Campus Activities & Involvement prior to posting.
 - a. Exception: RSOs may post under the approval of their sponsoring university unit provided the design lists the university unit with contact information.

- b. Any postings intended for campus bulletin boards require an approval stamp that can be obtained from the Department of Campus Activities & Involvement in LSC 215.
 - c. If the posting includes an event, the event must be submitted and approved in BearkathHQ prior to posting approval.
- a. A-frame, Sandwich Boards, and Yard Sign designs also require prior approval via BearkathHQ from the Department of Campus Activities & Involvement. Postings must include:
 - i. Sponsoring department and/or student organization's name
 - ii. Contact information
 - iii. Event Name (if applicable)
 - iv. Event Date (if applicable)
 - v. Event Time (if applicable)
 - vi. Event Location (if applicable)
- 2. Posting Timeframe & Expectations
 - a. Postings may be displayed for a period of 10 business days or until the day following the event, whichever comes first.
 - i. Requests for posting in residence halls require the approval of SHSU Residence Life. No departments or student organizations may freely post in any residential building.
 - ii. Banners and table tents require approval from the associated building liaison.
 - b. Postings must
 - i. Identify the campus department or sponsoring recognized student organization
 - ii. Only be posted as one item per bulletin board
 - iii. Not exceed 18x24 inches in size, unless the posting is an A-frame or Sandwich Board
 - iv. Not obstruct another previously posted item
 - v. Not be affixed to any trees, bushes, plants, buildings, walkways, handrails, posts, fences, or any university fixture (e.g., statues, restrooms, elevators, windows, walls (except a bulletin board), trash cans, fire hydrants, etc.), without prior approval from the Director of Facilities Campus Services
 - vi. Not be placed over any other permanent sign or sign that has been properly posted
 - vii. Not be placed on any cars parked on university property
 - viii. Be removed promptly by the sponsoring department or organization
 - c. Each building liaison or their designee is responsible for monitoring

their building's bulletin boards.

3. Yard signs

- a. Yard signs size may not exceed 24" x 24"
- b. Yard signs should be placed in prepared planter beds around campus first
- c. If yard signs must be placed in turf areas, they must not impede watering systems
- d. If promoting an event or activity, yard signs must be removed within 24 hours of the end of the event. Yard signs that remain posted after this deadline may be discarded.
- e. Yard signs must include contact name and information. This information is necessary if the sign is found, damaged, or needs to be moved from its original location.
- f. Lost, stolen, and/or damaged yard signs are the responsibility of the student organization or department.

4. A-Frame & Sandwich Boards

- a. A-Frame & Sandwich Boards cannot impede or restrict the flow of vehicular or pedestrian traffic
- b. Postings may not be chained or locked to university property, including handrails, street or lamp posts, and buildings
- c. Size may not exceed 48" tall x 36" wide
- d. Postings should be weighted to withstand wind and other weather conditions
- e. If promoting an event or activity, a-frame or sandwich boards must be removed within 24 hours of the end of the event
- f. Must include contact name and information. This information is necessary if the board is found, damaged, or needs to be moved from its original location.
- g. Lost, stolen, and/or damaged sandwich boards are the responsibility of the student organization or department.

E. Distribution

1. Departments and officially recognized student organizations may distribute printed materials on the university campus in compliance with university policy. Printed materials may be distributed, except in recreational and/or athletic facilities, residence halls, and academic buildings. Students must also obtain permission from proper building/campus liaisons for distribution.
2. Direct distribution in residence halls will not be permitted, including door-to-door distribution. Items for distribution or posting in Residence Halls must be submitted to the Residence Life Office for their staff to distribute/post.
3. Permissible distribution of printed material must be conducted in a manner that will not:
 - a. Interfere with academic or other institutional programs being conducted in campus facilities

- b. Interfere with the free and unimpeded flow of vehicular and pedestrian traffic on sidewalks and streets and at places of ingress and egress to and from campus buildings
- c. Use obscene or libelous language, images, or materials
- d. Harass or intimidate individuals
- e. Promote the violation of local, state, or federal law or published university policy or Texas State University System (TSUS) Rules and Regulations
- f. Constitute disorderly conduct, disrupt classroom proceedings, impeded maintenance of public order, or constitute a danger to the person distributing or receiving the posting
- g. Litter or deface campus grounds
- h. May not post on vehicles

F. Compliance & Review

1. Appeals of these guidelines will be reviewed by the Dean of Students' Office.
2. The Dean of Students, or designee, may approve reasonable exceptions to these policies to appropriately address special circumstances.
3. Failure to comply with these guidelines may result in the removal of access to post and distribute printed materials on campus and may result in conduct procedures.
4. The responsibility to review and recommend the revision or cancellation of these guidelines resides with the Dean of Students' Office.
5. These guidelines shall be reviewed annually.