

1. Bulletin Board Posting Policy Procedures:

1. Directions for posting *Carroll University* Sponsored Events on **Bulletin Boards** in the Campus Center/New Hall designated areas:
 1. For a Student Organization:
 - Get approval from the **Student Involvement Center (Located in the first floor of Kilgour Hall)**
 - Flyers should be no larger than 8^{1/2} x 11"
 - *As a reminder: If you are looking to print enough copies to be distributed between Residence Halls, please only print 50 copies.
 2. For all other flyers:
 - Get approval from the Campus Center Information Desk
 - Flyers should be no larger than 8^{1/2} x 11"
 3. Once the posting has been approved by the Office of Student Affairs or the Campus Center Information Desk, drop off **THREE** flyers to the Campus Center Information Desk.
 4. The Campus Center Staff will post **THREE** flyers in the designated areas.
 - Campus Center/New Hall: Carroll University Sponsored Event Bulletin Strips: Located in the connector of the Campus Center and New Hall in the lower level
 - New Hall: Carroll University Sponsored Event Bulletin Board: Located in the lower level of New Hall
 - New Hall: Carroll University Sponsored Event Bulletin Board: Located in the Technology Lab in the lower level of New Hall
2. Directions for posting *Community* Sponsored Events on **Bulletin Boards** in the Campus Center/New Hall designated areas:
 1. Get approval from the Campus Center Information Desk.
 2. Once the posting has been approved by the Campus Center Information Desk drop off **ONE** flyer to the Campus Center Information Desk.
 3. Flyers should be no larger than 8^{1/2} x 11"
 4. The Campus Center staff will post **ONE** flyer on the designated bulletin board.
 - Campus Center:
 - **Off Campus Events**: Located near the northwest corner of the Campus Center.
 - **For Sale**: Located at the bottom of the stairs of the Campus Center.
 - **Off Campus Housing**: Located at the bottom of the stairs of the Campus Center.
 - **Employment/Job Postings**: Located at the bottom of the stairs of the Campus Center.

For questions regarding the Campus Center Posting Policy, please contact the Campus Center Information Desk at 262.524.7373.