

Mt. San Antonio College Associated Students ***Posting & Publicity Information***

(For complete guidelines please refer to the A.S. Publicity Directive)

Publicity & Posting by Faculty & Staff

Faculty and Staff using the Authorized A.S. posting areas must abide by the following regulations:

- All publicity relating to a specific event/ course/ activity must have the name of the College (Mt. SAC), the academic department, date, time and location printed clearly on the surface of the publicity.
- Publicity need not be signed by the Student Life Office prior to posting.
- A copy of what is posted should be brought to the Student Life Office for informational purposes only.

Authorized A.S. Posting Areas

- One piece of publicity is allowed per pillar on Building 9B, providing that *only masking tape* is used.
- 9C posting boards
- A.S. sandwich boards (can be checked out by the Student Life Center Facilitator)
- Publicity **may not** be posted on windows, exterior painted surface of buildings, faculty boards, light poles, cars, living objects (i.e., trees), or any other unauthorized areas.
- Publicity **may** be posted on wooden stakes. Clubs/organizations are responsible for buying their own stakes. Wooden stakes may only be used along walkways adjacent to grass areas. Wooden stakes are to be at least 10ft apart and 3ft high. Signage can be no longer than 4ft in length.
- Fliers, posters and/or banners posted on the ground will be restricted to Miracle Mile and the walkway in front of the Learning Technology Building, and will measure a max of 2ft. x 4ft.

Publicity & Posting for Student Clubs

The A.S. Office must have a copy on file of all Publicity/Information prior to posting.

- Before publications, flyers, or literature are reproduced they must have the A.S. stamp and signature of the Student Life Center Facilitator or designee. **This is necessary for authorized posting. Any unauthorized posting will be removed.**
- All events being sponsored or co-sponsored by the A.S. must have adequate time for posting so as to advertise the activity effectively. **A minimum of 7 working days is required after the event is approved.** Event approval requires Senate and Executive Board authorization and the A.S. President's approval.
- All publicity relating to a specific event must have **the name of the College (Mt. SAC), the sponsoring/co-sponsoring organization/club name, date, time and location of the event** clearly printed on the publicity.
- Publicity will be the sole responsibility of the club or organization hosting the event regardless of A.S. sponsorship or co-sponsorship, unless other conditions were agreed to when funding was approved.
- All publicity is to be removed by the co-sponsoring/sponsoring group no later than 5:00 pm the school day following the conclusion of the event (Removal includes staples, tape, tacks, etc.).
- It is the responsibility of the club or organization to maintain their publicity, publications, and information in a neat manner.

- The Associated Students shall reserve the right to remove any approved publicity, publicity (bearing the A.S. approval stamp and signature) that is outdated or in violation of the Publicity Directive.

Prohibited Materials for all Groups/Organizations/Individuals

- Materials which are obscene, libelous, or slanderous according to legal standards, incite students to commit unlawful acts on College premises, violate College regulations or disrupt the orderly operation of the College are prohibited.
- Materials will be defined as “obscene” based on the Roth-Miller test and the current Supreme Court Ruling, which are subject to change.

Publicity & Posting by Off Campus Organizations/Individuals

- Off campus persons may not distribute, display or post any publicity or published materials unless sponsored by a campus club or campus organization/department.

Disciplinary Procedures

- Any violation of the A.S. Publicity Directive will result in the following actions:

1st Violation- Written warning sent to the appropriate club officers/or person of authority and Advisor.

2nd Violation- Written warning and restricted use of all publicity posting dissemination and/ or use of College and A.S. materials for one month.

3rd Violation- Written notification of being restricted from using the A.S./College publicity materials, and from posting dissemination on A.S. posting boards for a period of one semester.

- If a club/organization continues to violate the A.S. Publicity Directives, disregard written warnings, or have not resolved a violation by the end of the semester, disciplinary procedures will be enacted at the beginning of the next semester. This may include deactivating the club for a period of one semester.