Office of Student Life

Student Organization Request to Poster

Any postings MUST be approved and stamped with an expiration date by the Office of Student Life. Posters must be attached to this form to be approved.

Posters and requests to post are approved by the Manager of Student Life to ensure that all pertinent details are provided, as well as the overall appropriateness of the post. Approved posters will be stamped with approval and an expiration date before they can be posted. Those wishing to post can provide a single copy of posters with the “Request to Poster” form and then make copies of that document once it has been stamped OR they can provide multiple copies to be separately stamped. Once approval has been granted, requestors will be contacted by email to pick up the approved documents for posting.

Posters can only be placed in approved locations. Posters are not allowed to be placed on doors or windows. Further, as indicated above, posters are noted with an expiration date and will be removed after that date.

Student Organization (if applicable): _______________________________________________________

Student Making Request: ______________________________________________________________

Position (if applicable): ________________________________________________________________

Phone: ____________________ Email: ______________________________________________________

Description of Poster (event): _________________________________________________________

___________________________________________________________________________________

Proposed Removal Date: ________________________________________________________________

By signing this document, you are agreeing to the posting policies as noted above.

Student Signature: ________________________________________________________________

Advisor Signature: ________________________________________________________________