

OSLA | **Flyer Approval Policy**

Flyers from recognized student clubs and organizations that fall under the jurisdiction of Student Leadership and Activities must be submitted for approval prior to posting on campus.

- Flyers will be received for approval between normal business hours and will be approved within two business days.
- Off-campus advertisements that are not affiliated with the University will not be approved.
- Advertisements for off campus parties will not be approved.
- Any flyer with an image or writing that makes an inappropriate reference to alcohol or drugs will not be approved.
- Flyers should use inclusive language and demonstrate respect for all individuals.
- The student club or organization must remove all posters, the day after the event is held.
- Two copies of flyers will be approved. Please make copies of flyers AFTER approval.

Lackmann Dining Facility Approval Policy

The manager of the facility must approve all table tents that student clubs wish to display inside dining facilities. It is at the manager's discretion to discard the table tent.

Student Center	Dora Mercado, Dante Mena, Blanca Mejicano, Barbara Dziomba or Mayra Montoya; 3-6663 or 3-6662
Bits & Bytes	Lana Shanken; 3-6669
Hofstra Deli/Au Bon Pain	Erika Mercado or Rosa Moreno; 3-5064
Netherlands Café	Debbi Kassapoglu or Javier Barzallo; 3-5950
Dutch Treats	Kim Leonardo or Regina Favata; 3-5135
Starbucks at Café on the Quad	Lana Shanken, 3-6669; or Renee Ogazon 3-6536
Starr Café	Erika Mercado 3-5064; or Daisy Hernandez 3-3664
Cyber Café	Erika Mercado 3-5064; or Rosa Gomez 3-2652

PLEASE PROVIDE YOUR INFORMATION:

Name: _____ Name of Organization: _____
Hofstra Email: _____ Phone Number: _____
Signature: _____

I have read and understand the Flyer Approval and Posting Policy.

***Copies of flyers can be made at the Office of Student Leadership and Activities. Copies cost \$0.05 per page and can be paid for from the club budget. Please be prepared to leave your flyers to be picked up at a later time.*

OSLA | **Flyer Posting Policy**

- Flyers may be posted in official areas only.
- In the Student Center, flyers can only be posted on tag strips.
- On the academic side of campus, flyers can only be posted on designated areas that buildings have set aside. This would include tag strips and open bulletin boards.

Residential Hall Policy

Organization members will count out and label the approved materials according to the following distribution list:

- | | | |
|----------------------|-----------------------------|-------------------------|
| • Alliance: 12 | • Stuyvesant Hall (formerly | • Netherlands North: 14 |
| • Bill of Rights: 12 | New Complex): 5 | • Netherlands South: 12 |
| • Constitution: 14 | • Colonial West: 19 | • New Grad Building: 5 |
| • Enterprise: 14 | • Colonial East: 19 | • Liberty/Republic: 10 |
| • Estabrook: 14 | • Nassau: 7 | • Total: 178 |
| • VanderPoel: 14 | • Suffolk: 7 | |

- Programs, or designee, will pick up the flyers/posters on Friday afternoon between noon and 5:00pm and place them in the Resident Assistant mailboxes in each building/complex
- Residential Programs staff members will remove all flyers/posters from the week prior and update the bulletin boards/tack strips with all new materials no earlier than Sunday evenings beginning at 8:00 pm but no later than Tuesday at Noon
- All posters/flyers will be removed each week. All unauthorized flyers/posters will be removed daily.
- Please note that due to the overwhelming amount of flyers/posters, we will post one flyer/poster per floor. We cannot accommodate mass distributions through student mailboxes
- All areas not mentioned are prohibited to post flyers and will be taken down.

Lackmann Dining Hall Flyer Posting Policy

- Flyers cannot be posted in food-serving areas
- Table tents are only permitted to be placed on tables after approval by facility manager (*see Flyer Approval Policy for listed Dining Managers*).
- Flyers cannot be placed on doors (including dining facility entrances).
- Flyers cannot be placed by registers.
- Flyers can be placed on tables or countertops (designated for eating), but must not be taped down.

Consequences of Illegal Flyer Posting

All clubs and organizations will be given one warning for violating the flyer posting policy. If a second violation occurs, the club or organization will lose their right to have flyers approved for one semester.