

Policy Name: Posting Notices  
Policy Number: ADM 1.10  
Title of Policy Owner: Dean of Administration  
Approved by: Policy Committee  
Effective Date: 08/01/2020  
Version: 1.0  
Policy Status: Approved

I. Policy

Posting notices, announcements, and flyers is allowed at Bon Secours Memorial College of Nursing (BSMCON) as long as authors adhere to the guidance established in this policy.

II. Purpose

To provide guidance to follow when posting notices, announcements, and flyers.

III. Scope

This policy applies to all BSMCON students and associates.

IV. Definitions

None

V. Policy Details

Physical Notices -

Physical posters, notices, and/or announcements related to student organization meetings and student activities may be posted on the bulletin boards identified for student use. Such communications should be no larger than 8 1/2" x 11". Additionally, such communications should include the name of the student organization with an official logo (if applicable); the name of the College with the College official logo; date of posting; and contact information such as a phone number and/or an email address of at least one organization member. The College administration reserves the right to remove notices that do not meet the stated criteria. Nothing is to be taped, nailed, tacked, posted, or pinned that may damage the adhered to surface. The College administration also reserves the right to remove notices that are out-of-date or no longer applicable.

If any student or student group desires to post flyers in any other area of the College than bulletin boards designated for student use, the student (group) must first submit the flyer to the appropriate advisor, if applicable. If the advisor approves the flyer, the student (group) must then forward the flyer to the Student Services Coordinator. A request should be sent via email to the Student Services Coordinator and the student (group) must state the exact areas of the College where it is desired to post the flyer. The Student Services Coordinator will review the request, make a decision, and then communicate the decision with the student (group).

#### Electronic Notices –

Electronic posters, notices, and/or announcements related to student organization meetings and student activities posted outside of social media must be approved by the Student Services Coordinator. Such communications should include the name of the student organization with an official logo (if applicable); the name of the College with the College official logo; date of posting; and contact information such as a phone number and/or an email address of at least one organization member. A request should be sent via email to the Student Services Coordinator, and the student organization must specify where online they intent to post. The Student Services Coordinator will review the request, make a decision, and then communicate the decision with the student group.

If a student organization wants to post on social media, they must follow ADM 3.04, the Social Media Policy, found on the College website.

#### VI. Attachments

None

#### VII. Related Policies

ADM 3.04 Social Media Policy

#### VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party.

BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	05/27/2020	Revisions and new template	Dean of Administration