

Office of Residence Life Posting Policy for Student Organizations Fall 2010 semester

The Office of Residence Life encourages student organizations to consider advertising your programs and meetings utilizing our event calendar. **For a variety of reasons related to safety and the environment, we no longer will allow organizations to post flyers in our halls advertising events with the exception of one per lobby (14 copies - see below for details).** Instead, we've designed a web based event submission program that will help you to get the word out about your upcoming programs. The Office of Residence Life will take the events submitted on line and create a weekly poster that will contain the upcoming events for the week. These will then be placed in a display case on each floor of the residence hall. **In addition the events calendar will be linked to the monitors that are being placed in each residence hall to provide additional publicity for your event.**

To submit programs or events, follow these guidelines below:

1. Go to the UWW Residence Life homepage
<http://www.reslife.uww.edu/>
2. Under "Important Links" select "Event Calendar"
3. Click on "Add Event"
4. Follow the step by step instructions for adding events to the calendar.

Events must always be added by noon on Tuesday for inclusion in the next week's calendar.

As a reminder we will not post sales or promotional information for companies or businesses or information of a personal nature. Information that promotes the use of alcohol or other drugs, uses profanity or implies harassment will not be posted.

If your organization still wishes to post a sign in the residence hall in addition to the digital message and the event calendar created by the Residence Life Office we will only accept 14 copies of the poster - one to be posted in each lobby. These 14 posters should be brought to 219 Goodhue Hall to be distributed and approved for hall posting.

We strongly encourage student organizations to utilize this free, easy method to advertise your programs and events.

Other Advertising / Promotion Guidelines Related to UWW Residence Halls for Student Organizations

Residence hall mailboxes may not be used for distribution of fliers, posters, advertisements, brochures, etc. except for:

- In-hall use by staff and Office of Residence Life organizations (includes information from RA, LIT, RHA, NRHH, ARA, Jitters, etc.).
- Student governance group information (WSG, RHA, & SEAL)
- Those arriving via the U.S. Mail system that are individually addressed with paid postage.

No door-to-door solicitation of any kind is allowed (this includes sales, political campaigning, etc.)

Groups, individuals, businesses, etc. may not place materials on / under residence hall doors or on doorknobs (door hangers).

Questions, please contact Terry Tumbarello, Assistant Director of Residence Life e at (tumbaret@uww.edu)