



Poster & Chalk Guidelines

Each year the SGA updates the University Guidelines used to get posters and sidewalk chalk approved. These guidelines apply to all materials to be posted or chalked with the exception of Academic Departments and few selected groups, which must be stated on the posting. Anyone who would like to post or chalk something must visit the SGA office in person for approval, and it must be sponsored by someone with a current PSU I.D. number. For a complete list of rules, please see below. If you have any additional questions or concerns, please contact Campus Engagement Director, Marci Heatherly, or call the SGA office at (620) 235-4810.

Academic Posters Must Meet the Following Criteria:

1. Posters must follow the guidelines of the building in which they are displayed. It is up to the individual group to make sure their posters are compliant. In general, this should not be an issue.
2. Posters must be placed on designated bulletin boards inside the buildings. Some bulletin boards are for departmental use only, so be mindful to not put your poster on these.
3. Posters must be sponsored by a registered student organization or currently enrolled student. Posters must display at least two forms of contact (a name and phone number or email address).
4. Posters larger than 16" x 20" may not be displayed without approval by a cabinet member.
5. No more than forty of the same poster.
6. All posters must have the official SGA stamp in the one of the bottom corners where the stamp is clearly visible, copies of posters with the stamp are not allowed.
7. Any individual who comes in with a poster must document the organization that poster is with, the event, and how many copies they made to be stamped.
8. Posters must be taken down within two days after the event has occurred, and may be displayed for a maximum of 40 days.
9. Posters that are to be hung in the residence halls must be taken over to the University Housing Office in Horace Mann for approval.
10. The following organizations do not need to have their posters stamped: RHA, GAB, SGA, Kanza, Collegio and university departments.

Community Board Posters Must Meet the Following Criteria:

Any poster that does not relate to academic's fits on this board. This includes:

1. Roommate Searches: These can be up for a maximum of 30 days, after which it will be removed. If the person advertising a roommate gets a roommate, they must come notify the office and we will remove the roommate request.
2. Apartment Renting Information: These will be displayed for a maximum of 30 days, after which if there are new housing options those will take its place. The information will still be available in the office. If you put an apartment up for rent, you must notify SGA when it is no longer available.
3. Community Events in Pittsburg.
4. Posters pertaining to community events will be taken down the day after the event has occurred by the Campus Engagement Committee or Community Engagement Committee members.
5. The posters on the community board should be normal "paper" size (14" x 8.5"). Exceptions can be made with a Cabinet members approval.



6. Only one of each poster/flyer may be displayed on the board.
7. The poster may be sponsored by a community member or student.
8. As the board is controlled by SGA and monitored closely, a stamp is not necessary so community people that bring posters don't have to change the design of their poster if there is no "free space" for the SGA stamp.
9. Any individual who comes in with a poster must document the organization that poster is with and the name of their event they are advertising.
10. Every poster must have at least two forms of contact listed.

Sidewalk Chalking Must Meet the Following Criteria:

1. All sidewalk-chalking must be approved by the Campus Engagement Director.
2. A sketch or description of the chalking should be submitted within the available form found on SGA's page on Gorilla Engage.
3. Submission must include the date the sidewalk-chalking will be conducted and contact information for the organization or student.
4. Chalking under over-hangs, on buildings, sculptures, brick, tile, trees, and rocks is strictly prohibited.
5. Absolutely NO chalking in the Oval is allowed. The Oval refers only to the circular cement slab, not the entire area between the buildings.
6. Any profanity or sexually suggestive drawings are prohibited.
7. All chalking with non-English language, words, or phrases must have English translation written underneath.
8. Chalking to advertise for an event should take place no more than one (1) week prior to the event.
9. Alcohol and drugs may not be referred to.
10. Sidewalk-chalking conducted by the following groups do not have to be approved: SGA, RHA, SAC, PALS, Kanza, Collegio, and University departments.
11. Chalking must have the group name and contact information on it.

The Student Government Association reserves the right to take appropriate actions against organizations and/or students whose chalking has not been approved.

If an organization or student violates any of these rules, they will be given a written warning as a first offense. If a second violation by the same organization, the sponsoring student or organization will have their poster privileges revoked for a period of time decided by the SGA Campus Engagement Committee. In the case of a third offense, the privilege of requesting allocations for the following semester will be revoked. If the third offense is done by a student, they will lose their privileges for the following two semesters.