

SOC Bulletin Board Policy

The Student Organization Center (SOC) has a limited number of bulletin boards in the Student Union which are available for individual organizations to advertise and promote their organization and events. Bulletin boards are assigned on a first-come, first-served basis. An organization must be in good standing with the SOC office to be eligible. All information posted on student group-designated space must be approved by that group's leadership. Each group is responsible for maintaining its bulletin board, and a group member must update and clean the board frequently. At a minimum, the following items must be listed and kept up to date on the bulletin board.

1. The organization name must be fully spelled out. Acronyms do not count.
2. The executive board must be listed.
3. The board also needs to have up-to-date organization contact information (i.e. contact email address, social media accounts, website, etc.)
4. General organization meetings, times, and dates should also be listed.
5. Boards should also list the organizations purpose or mission statement.
6. Individual event posters or flyers must be removed the first business day after the event has been completed.
7. The entire board must be covered and decorated.

The Student Organization Center reserves the right to review the bulletin boards and remove any inappropriate or offensive material. Failure to meet these guidelines may result in the loss of access to a bulletin board.

- **Good Standing** – To stay in good standing with the SOC a student organization has to complete the following items listed below. Failure to remain in good standing may result in the loss of access to a bulletin board.
 - Have an organization representative attend SOC monthly meeting.
 - Attend Risk Management Training in the Fall Semester and complete all associated paperwork by the posted deadline.
 - Complete the organization fiscal report each semester by the posted deadline.
 - Keep the organization registration up-to-date on OrgSync and submit an accurate registration during the posted renewal period at the end of the Fall and Spring semesters.
 - Attend EMS training
 - Submit an accurate roster using the provided template.
- **Bulletin Board Request** – Organizations in good standing with the SOC will receive first priority when requesting a bulletin board. This process will be completed online via the Bulletin Board Request OrgSync form. The form will open at a posted time and organization requests will be considered in the order they are submitted. Bulletin board space is limited and the submission of a request form does not guarantee an organization bulletin board access. We will consider opening access to all remaining organizations if there is availability after the list of requests from organizations in good standing has been exhausted.
- **Bulletin Boards are only allocated for one academic year.** Bulletin boards must be decorated by the stated deadline received in the email confirming your bulletin board. If your organization receives a board during the school year, a period of one week will be given to decorate the bulletin board.