MOTT COMMUNITY COLLEGE
BULLETIN BOARD POSTING PROCEDURE

POLICY

A designated office at Mott Community College must approve all posters/fliers, etc. before they can be posted on any bulletin boards. Postings will be approved for a period of 30 days after which they will be removed. In addition, at the end of the semester, all postings will be removed.

CRITERIA

The following criteria based on the Mott Community College Board of Trustee policy, will be used to determine appropriateness of publications to be posted.

- Allowing outside organizations and individuals to use bulletin boards will provide unique and valuable educational and vocational opportunities for the college community and residents of the district.

- Allowing outside organizations and individuals to use bulletin boards will increase the vitality and diversity of the academic atmosphere of the college.

- Allowing outside organizations and individuals to use bulletin boards will facilitate the promotion and development of the college by displaying the college and its programs to potential students, supporters, and contributors.

- Postings must provide a service or opportunity that will benefit faculty, staff and students.

APPROVAL PROCESS

- The Student Employment Center, PCC2280, will approve all posters/fliers advertising job related opportunities.

- The Student Life Center, PCC1240, will approve all posters/fliers for student clubs and organizations.

- The Public Information Office, CM1025, will approve all other publications to be posted on campus.

The Events Office will maintain all campus bulletin boards. This includes bulletin boards in the Mott Library, Mott Memorial Building, Curtice-Mott Complex, Ballenger Field House, Gorman Building, and the Prahl College Center. All outdated and inappropriate/unapproved fliers will be removed on a regular basis.