



The Kean University Center for Leadership and Service maintains administrative responsibility for the approval of posting (on and off-campus events) on designated campus bulletin boards, exterior posting boards, Cougar Link, social media communities (ex: Facebook, Twitter, Instagram, etc...) and the electronic plasma screen network. Due to limited posting space, priority for posting is given to recognized Kean University student groups and organizations, academic colleges and schools and administrative departments within the Kean University community.

## APPROVAL OF MATERIALS

Materials in need of approval for posting on Kean University Union Campus bulletin boards must be brought to the Kean University Center for Leadership and Service, located in Miron Student Center, room 219. The materials will be reviewed for the following criteria prior to approval being granted:

### Kean University Information and Activities

- Has the event received concept approval or full approval from the organization's Events Board representative?
- If the event is for a student group, has the event been entered into Cougar Link for approval?
- Is the material free of egregious spelling and grammatical errors?
- If tickets are required, are the details associated with ticket sales on the material?
- Is the date, time and location correct on the material?
- Is the name of the name of the person or organization responsible for the event clearly visible on the material?
- Does the material violate any Kean University policy, including but not limited to, the Student Group Recognition Policy, Greek Senate New Member Education Policy, Student Code of Conduct or any local, state or federal law?
- Is the organization currently recognized and in good standing to post materials on campus bulletin boards?

### UPON APPROVAL:

- The person or organization responsible for the material must make the appropriate number of copies and post the materials on the designated campus bulletin boards (see reverse for locations).
- Materials for events will only be approved until the day after the event occurs. Approval time lengths are at the discretion of the Center for Leadership and Service.

### Exterior Posting

Due to the limited amount of exterior posting bulletin boards and the limited space on each bulletin board, posting on exterior boards is at the discretion of the Center for Leadership and Service. Space on exterior posting bulletin boards is reserved for approved Kean University information and activities and when those activities are open to the largest number of Kean University community members.

## APPROVAL STAMPS

Materials that are posted on Kean University Union Campus bulletin boards must be approved by the Center for Leadership and Service, located in Miron Student Center, Room 219. Based upon the material being requested for approval, specific bulletin board approval will be granted. Bulletin board categories include: Kean University Information and Activities, Items for Sale, Employment Opportunities, Exterior Posting and Off-Campus Event. Specific bulletin boards have been designed for each category and must be posted by the requestor after posting approval has been granted. Materials approved for Off-Campus Events will be posted by Center for Leadership and Service staff. **Materials may only be posted on the bulletin boards that they have been approved for. Materials posted on bulletin boards without approval or material posted on incorrect boards will be removed.**

Approval stamps are validated when initialed by the Center for Leadership and Service staff member that stamped the material (left side box) and the Center for Leadership and Service professional staff member that approved the posting (right side box). Below are samples of the various posting approval stamps:

 <p><b>APPROVED</b> KEAN UNIVERSITY INFORMATION AND ACTIVITIES</p> <p><b>SEP 21 2015</b></p> <p>KEAN UNIVERSITY CENTER FOR LEADERSHIP AND SERVICE</p> <p>[ ] [ ]</p> <p><b>See Reverse Side for Posting Locations</b></p>	 <p><b>APPROVED</b> ITEMS FOR SALE</p> <p><b>SEP 21 2015</b></p> <p>KEAN UNIVERSITY CENTER FOR LEADERSHIP AND SERVICE</p> <p>[ ] [ ]</p> <p><b>See Reverse Side for Posting Locations</b></p>	 <p><b>APPROVED</b> EMPLOYMENT OPPORTUNITIES</p> <p><b>SEP 21 2015</b></p> <p>KEAN UNIVERSITY CENTER FOR LEADERSHIP AND SERVICE</p> <p>[ ] [ ]</p> <p><b>See Reverse Side for Posting Locations</b></p>	 <p><b>APPROVED</b> EXTERIOR POSTING</p> <p><b>SEP 21 2015</b></p> <p>KEAN UNIVERSITY CENTER FOR LEADERSHIP AND SERVICE</p> <p>[ ] [ ]</p> <p><b>See Reverse Side for Posting Locations</b></p>	 <p><b>APPROVED</b> OFF-CAMPUS EVENT</p> <p><b>SEP 21 2015</b></p> <p>KEAN UNIVERSITY CENTER FOR LEADERSHIP AND SERVICE</p> <p>[ ] [ ]</p> <p><b>Posted by the Center for Leadership and Service</b></p>
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## POSTING SITES

All materials to be posted on designated bulletin boards posting boards listed below **MUST** be approved by the Center for Leadership and Service in Miron Student Center, Room 219.

Any advertisements without proper approval or advertisements posted in incorrect locations will be removed. Only one flyer will be permitted per board.

**POSTING ON WINDOWS, TREES, BENCHES, FENCES, LIGHT POSTS, POLES, WALLS, BENCHES, FENCES and BATHROOM DOORS IS NOT PERMITTED AND IS SUBJECT TO DISCIPLINARY ACTION!**

### KEAN UNIVERSITY

- #### INFORMATION AND ACTIVITIES (7 Sites)
- Bruce Hall (B): 1 by room B 121 (1<sup>st</sup> fl.)
  - Center for Academic Success (CAS): 1 by elevator (1<sup>st</sup> fl.)
  - Hutchinson Hall (U): 1 on 1<sup>st</sup> fl. (only textbooks)
  - Miron Student Center (MSC): 1 by elevator (1<sup>st</sup> fl.)
  - Science Building (C): 1 in lounge area (2<sup>nd</sup> fl.)
  - Townsend Hall (T): 1 by room T 212 (2<sup>nd</sup> fl.)
  - Vaughn-Eames Hall (VE): 1 in lounge area by VE 211 (2<sup>nd</sup> fl.)

### ITEMS FOR SALE (5 Sites)

- Bruce Hall (B): 1 by room B 121 (1<sup>st</sup> fl.)
- Hutchinson Hall (U): 1 on 1<sup>st</sup> fl. (only textbooks)
- Miron Student Center (MSC): 1 by elevator (1<sup>st</sup> fl.)
- Townsend Hall (T): 1 by room T 209 (2<sup>nd</sup> fl.)
- Vaughn-Eames Hall (VE): 1 in lounge area by VE 203 (2<sup>nd</sup> fl.)

### EMPLOYMENT OPPORTUNITIES (5 Sites)

- Bruce Hall (B): 1 by room B 121 (1<sup>st</sup> fl.)
- Hutchinson Hall (U): 1 on 1<sup>st</sup> fl.
- Miron Student Center (MSC): 1 by elevator (1<sup>st</sup> fl.)
- Townsend Hall (T): 1 by room T 209 (2<sup>nd</sup> fl.)
- Vaughn-Eames Hall (VE): 1 in lounge area by VE 203 (2<sup>nd</sup> fl.)

### EXTERIOR POSTING BOARDS (6 Sites)

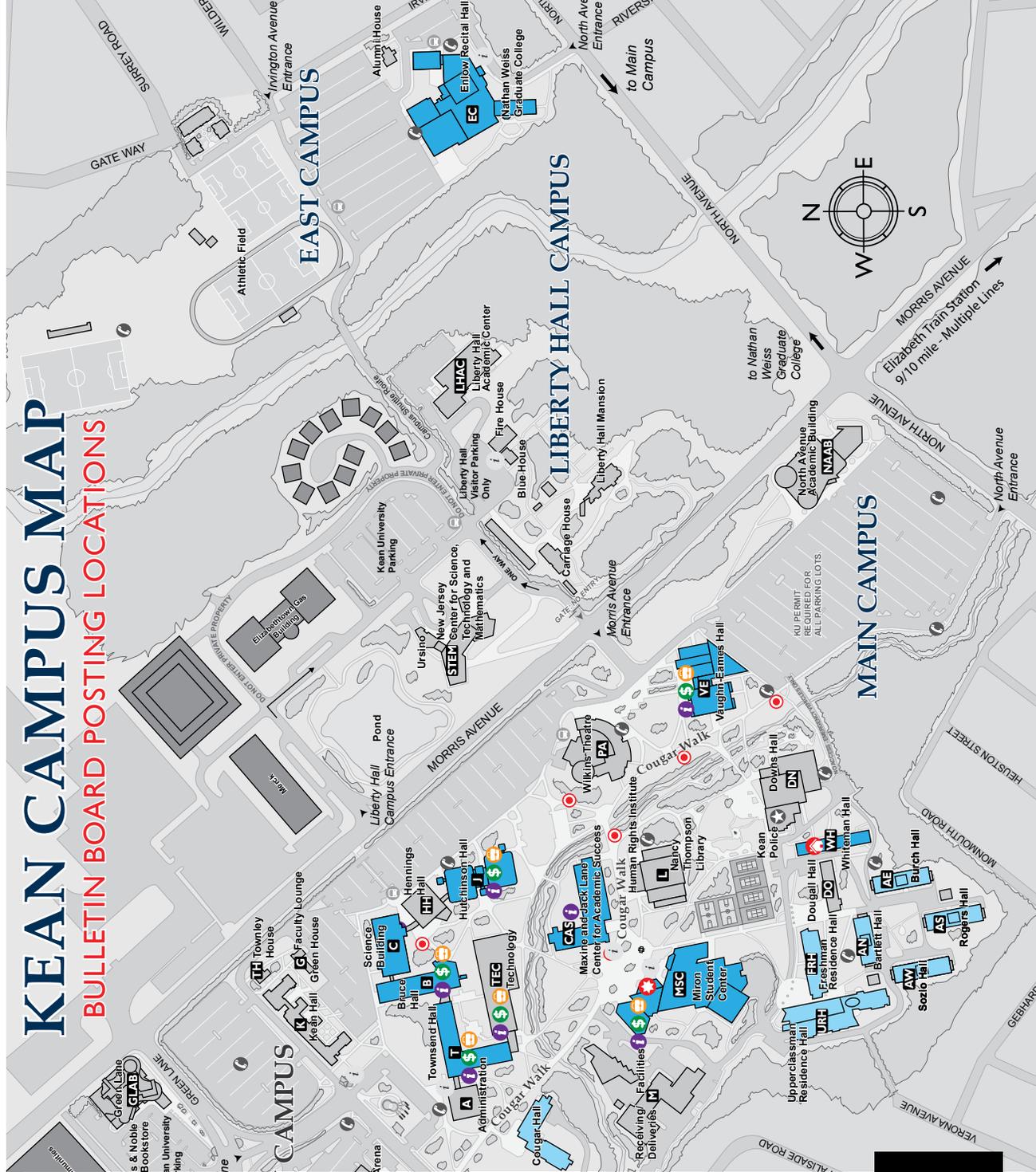
Exterior posting boards are for Kean University Information and Activities only. **Items must be specifically approved for posting on Exterior Boards by the Center for Leadership and Service.**

### RESIDENCE HALL POSTING (42 Sites)

Items posted in the residence halls must be approved by the Office of Residential Student Services, located in Whiteman Hall, Room 08.

# KEAN CAMPUS MAP

## BULLETIN BOARD POSTING LOCATIONS



## Bulletin Board Posting Map Key:

### POSTING LOCATIONS

- Kean University Information and Activities  
7 Posting Locations
- Items for Sale  
5 Posting Locations
- Employment Opportunities  
5 Posting Locations
- Exterior Posting Boards  
6 Posting Locations

### APPROVAL LOCATIONS

- Center for Leadership and Service (MSC 219)  
*Main Campus and East Campus Posting Approvals*
- Office of Residential Student Services (WH 08)  
*Residence Hall Posting Approvals*

Updated 09/2019