

## Kalamazoo Valley Community College Posting Request

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

External request       Internal request

Description of material(s):

### **Electronic Submission Instructions:**

If submitting the form electronically, an electronic copy of the posting must be included. Complete the form and click "Sign Electronically" to submit the request. Allow up to five business days for processing of your request.

### **Physical Submission Instructions:**

The physical form and one physical copy of the material to post should be dropped off in person to Student Development Services at the Texas Township Campus in Room 9300 or Anna Whitten Hall reception in Room 109. Allow up to five business days for processing of your request.

By submitting this request, you agree to adhere to the college's Posting Procedures. A copy of the complete posting procedures are available at <https://www.kvcc.edu/about/policies.html>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Kalamazoo Valley Community College Posting Request**

### **Kalamazoo Valley Community College Posting Procedures**

**For a complete version of the procedures visit <https://www.kvcc.edu/about/policies.html>**

#### **External Posting**

- A. There are 4 external posting areas across all campuses.
- B. Organizations interested in posting about job opportunities should create an account on our job board, Career Coach, at <https://employers.emsicc.com/kvcc/signup>
- C. Individuals or organizations requesting to post materials on campus should submit the Posting Request Form. Allow up to five business days for processing of your request.
  - a. If submitting the form electronically, an electronic copy of the posting must be included.
  - b. The form and physical copy of material to post may be dropped off in person to Student Development Services at the
    - i. Texas Township Campus in Room 9300;
    - ii. Anna Whitten Hall Reception Area in Room 109.
- D. If approved, you will be notified via email and will then be able to have materials stamped by the college to be able to post at approved locations.
- E. Emailed approval is valid for up to 30 days.
- F. Materials can be posted for up to ten business days from the date stamped on the material(s).
- G. Materials must be removed from external posting areas within five business days of date stamped on the material(s).
- H. Printed materials for external posting areas should be no larger than 11 inches by 17 inches.

#### **General Provisions**

- A. No posting may damage or deface college property or that of any individual on campus. Anyone responsible for posting materials that cause damage to the college is financially responsible for the damage.
- B. Printed materials should uphold the college values. Materials with indecent or obscene imagery or language including but not limited to expression that incites violence, slurs or denigration of any cultural group or individuals, sexually suggestive language or graphics may not be permitted. No materials shall have language directing to insight or produce imminent violence or violation of college policies or law.
- C. Printed materials may not cover any other existing posting, regardless of whether or not the event or awareness campaign has expired.
- D. Materials not designed and approved by the Kalamazoo Valley Marketing Department may not include design work that closely aligns with college branding (I.E., font style, color, branding style) or indicate endorsement by the college unless approval is granted.
- E. Posting of materials is limited to posting areas.
- F. Only one printed material is permitted about a particular event or awareness campaign per posting area at any given time.
- G. Printed materials may be adhered using tacks, push pins, or magnets, where applicable. Generally, tape should not be used. TACK/MOUNTING PUTTY AND STAPLES ARE NOT PERMITTED.
- I. Postings that are torn, damaged, etc. may be removed by the college.
- J. The college reserves the right to remove any postings that do not comply with this procedure or cause a hazard/risk. If any of the procedures for posting are violated, restrictions may be put in place on the ability to post materials in the future.