

POSTER POLICY



POSTER POLICY			
Effective Date	March 26, 2019	Policy Type	Administrative Policy
Responsibility	Director, Student Experience	Cross-Reference	1. Respectful Workplace Policy 2. Code of Conduct 3. Conflict of Interest 4. Ethics 5. Communications Policy
Approver	Executive Council	Appendices	
Review Schedule	Every 5 years		

1. Policy Statement

- 1.1. Posters enable the sharing of information and encourage or promote discussion and awareness of issues and activities around Grande Prairie Regional College. This policy designates the appropriate location and distribution of material to be posted in a public institution.

2. Background

- 2.1. This policy exists to ensure the content of posters aligns with the vision, mission, values, and general tidiness of GPRC.

3. Policy Objective

- 3.1. To promote and encourage the appropriate use of posters and notices in GPRC to better serve communications within the GPRC Community while maintaining an aesthetically friendly environment. All postings in GPRC campuses must not conflict with the mission and values of the institution.

4. Scope

- 4.1. The policy guidelines apply to GPRC premises. A number of bulletin boards exist throughout GPRC. Some are bulletin boards controlled and maintained by College departments, others are for college and public community use. This policy addresses the guidelines for posting on public notice boards.

5. Definitions

- 5.1. **“Suitability”** means posters/notices containing content consistent with applicable GPRC Policies.

6. Guiding Principles

- 6.1. All external postings must be authorized, stamped and dated by Student Services prior to posting.
- 6.2. GPRC departments must ensure that any posters they create follow the standards and style guides in place by Communications and Marketing.

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- 6.3. Posters must only be placed on College bulletin boards and must not be attached elsewhere such as walls, doors, lockers, windows, railings, brick, or hung from ceilings.
- 6.4. Any approved bulletin board may display only one poster or notice per event. There are a maximum of 10 approved bulletin boards, which include thumb tacks or push pins, the preferred method for mounting.
- 6.5. If special approval is received from Student Services to mount posters onto walls or pillars, white “sticky tack” or equivalent is the preferred method. If tape must be used, painters tape is the only allowable type.
- 6.6. Final authority on suitability of any posters/notice will be at the discretion of Student Services.
- 6.7. Student Services will be responsible for monitoring all bulletin boards and removing unauthorized and outdated posters/notices.
- 6.8. Posters/notices used to promote an event will be originally stamped and dated for posting for a maximum of one month or until the event date, whichever is the lesser amount of time. These posters must be taken down when the event has passed.
- 6.9. Licensed Businesses and Companies who wish to advertise a product or service on college bulletin boards may do so under the Community Category but may not be in conflict with current services offered at GPRC (e.g. Fitness classes, Continuing Education, Music lessons, pubs, etc.).
- 6.10. Posters shall be placed in appropriate categories which include: Student Association, Wellness, Clubs, Community, and College Events.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Executive Council	<ul style="list-style-type: none">• Approve and formally support this policy.
Director, Student Experience	<ul style="list-style-type: none">• Review and formally support this policy.
Director, Communication and Marketing	<ul style="list-style-type: none">• Ensure GPRC visual identity standards/style guide is maintained and available to faculty, staff, and students
Receptionist	<ul style="list-style-type: none">• Review and stamp posters, referring questions to supervisor as appropriate.

8. Exceptions to the Policy

- 8.1. As an understanding between Student Services and the Students Association, Students' Association elections posters will be exempt from this policy provided that they comply with the regulations identified by the Students' Association. Exceptions include, but are not limited to, poster sizes, multiple posters in an area, duration of postings. Please note that regardless of exceptions to the size, number and length of time for these postings, removal of all postings in a timely manner following the event is required.
- 8.2. Exceptions may be made at the discretion of Student Services upon request.

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9. Inquiries

9.1. Email inquiries should be directed to student_info@gprc.ab.ca. In-person inquiries may be made to the Receptionist in Student Services.

10. Amendments (Revision History)

10.1. Amendments to this policy will be published from time to time and circulated to the College Community.