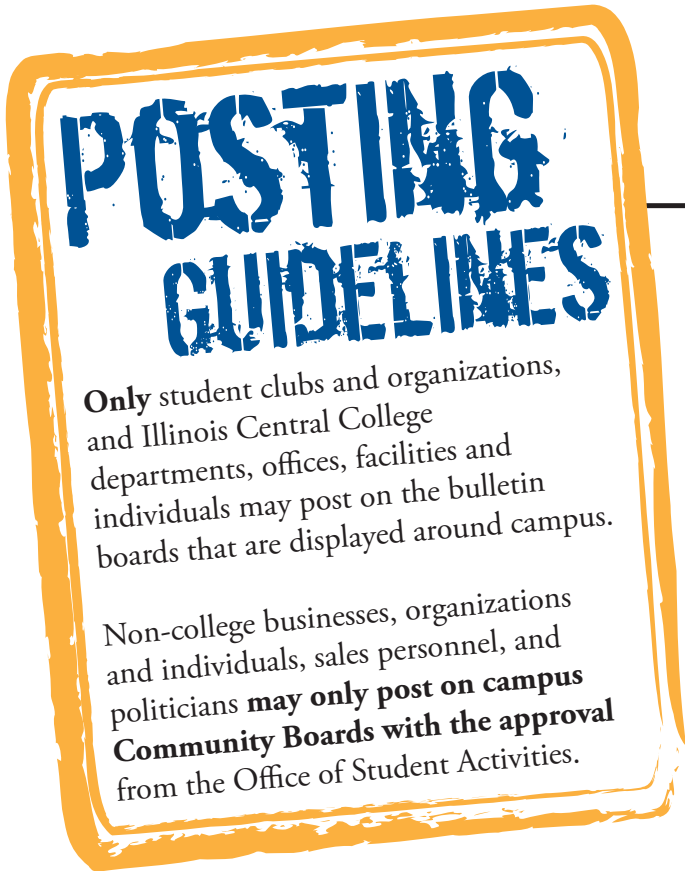




OFFICE OF student activities

east peoria campus
[Office 305B, 694.5201]
downtown campus
[Thomas Building, Office 203bb]



Content Restrictions:

Printed literature must not contain falsely printed or written statements that will harm a person's reputation or hold the person up to contempt or ridicule. Documents that contain any form of discrimination [favor on a basis other than individual merit] will not be approved to be posted. Literature advertising the availability of alcohol is strictly prohibited.

Approval:

All non-ICC material to be posted must be approved by the Office of Student Activities, Room 305B, East Peoria Campus, 694.5201. Approved items will display a stamp that indicates a removal date.

ICC Staff may post announcements regarding special events or classes offered by their department. These announcements do not require stamped approval but should be approved by the department head. Announcements should be dated and **removal is the responsibility of that department.** Materials should be removed within 48 hours of the conclusion of the event or 5 days past the enrollment date of the class.

Posting for job announcements and scholarship announcements must go through the Career Center and Financial Assistance, respectively.

Sponsors of printed materials must clearly display their name or organization on all literature. Abbreviated names or acronyms must be spelled out. Literature must be printed in English. College sponsored printed material must include the name of the department, organization, club or academic area.

Time Limitations:

Please allow at least 2 weeks prior to a scheduled event for ALL postings. However, items will not be displayed more than 30 days prior to the event.

Classified ads will be posted for a **maximum of 4 weeks.** Requests for items to be posted for a longer period of time must be submitted to the Office of Student Activities.

Community Board Locations:

Outside of the Bookstore in the Atrium, East Peoria Campus
Outside of the Student Activities Office, Room 305B, East Peoria Campus
Agriculture and Industry Building Lobby, East Peoria Campus
Dirksen Hall main entrance hallway, DI19 East Peoria Campus
Perley Building and the Peoria Downtown Campus