



**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university

University Housing Services

Campus Box 2600
Normal, IL 61790-2600
Phone: (309) 438-8611

MEMO

TO: Deans, Department Chairs, Directors, and Student Organization Presidents


FROM: Bridget Reeland, Associate Director *BR*

DATE: August 2022

RE: University Housing Flier Procedures

As in previous years, Illinois State University departments and registered student organizations may continue to advertise in University Housing buildings for the 2022-2023 academic year.

All fliers, whether to be posted on lobby bulletin boards or stuffed in resident mailboxes, must meet the following requirements:

1. Relate to events, announcements, services, or activities sponsored and sanctioned by Illinois State University or one of its departments or registered student organizations.
2. Does not contain references to alcohol, tobacco, or illicit drugs, or to any event, activity, program, or sponsor whose purpose or activity is the sale, use, or promotion of alcohol, tobacco, or other drugs.
3. Does not contain profanity.
4. Printed on recycled paper and contains the recycling logo 
5. Contains the following statement for an event, whether in person or virtual: "If you need a special accommodation to fully participate in this program/event, please contact (name and host department) at (phone number/voice). Please allow sufficient time to arrange the accommodation."
6. If to be posted, does not exceed 400 square inches.

Please note: Fliers will be posted for one week. University Housing Services is not responsible for items that are torn down or removed prematurely.

Placing or suspending signs, banners, or ornaments or other materials on the exterior of University buildings or structures is prohibited. Materials found in violation of any of the above guidelines will be removed and recycled. Any group or individual found in violation of the guidelines may be held financially responsible for removal of the posting and for any damages caused by posting such material and may be referred to Student Conduct and Community Responsibilities.

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These policies and procedures can also be found at: Housing.IllinoisState.edu/About/Policies/
It is recommended that you have fliers approved prior to printing. This may be done via email with Housing@IllinoisState.edu. You may also reach the housing office for assistance at (309) 438-8611.

Fliers are to be brought to the Office of Residential Life building on University Street to be dispersed to University Housing buildings.

FLIER NUMBERS

For posting on lobby bulletin boards in University housing: **20**

For stuffing in resident mailboxes (must be submitted counted out and labeled per building):

Cardinal Ct.	890	Hewett	802	
Wilkins	220	Manchester	800	
Haynie	200	Watterson	1,125	
Wright	230			
			TOTAL MAILBOXES	4,170

These numbers are for one flier per mailbox. There is a mailbox for every resident in Cardinal Court and Hewett-Manchester. In all other halls, there is one mailbox for every room.

In addition, Campus Connections provides an opportunity for university departments and Registered Student Organizations (RSOs) to share information, such as events or promotions, with a large campus audience. Departments and RSOs may submit promotional slides to run on channel 2, available on all televisions on campus with campus cable. Campus Connections also runs continually on televisions in the lobbies of our residence halls and Cardinal Court. To learn more about this free opportunity, visit our website at Housing.IllinoisState.edu/About/CampusConnections.

Please contact the housing office at Housing@IllinoisState.edu or (309) 438-8611 with any questions.