



# STUDENT ACTIVITIES OFFICE

50 FRIDA KAHLO WAY · SU205 · SAN FRANCISCO, CA 94112 · 415) 239-3212

## Posting and Distribution Guidelines

City College of San Francisco (CCSF), in observance of the First Amendment of the United States Constitution, provides for the posting and distribution of literature on campus by outside organizations and/or individuals. The following guidelines have been established to facilitate effective and organized dissemination of information on the Ocean Campus.

### Posting:

1. Items for posting may be no larger than 11"x17", and the use of recyclable materials is
2. recommended.
3. All items must be submitted for posting to the office of the Student Activities Office.
4. Flyers that are in a language other than English must include English description, summary, or translation in the flyer, or have a separate flyer that provides the information in English and they must be posted side by side.
5. Not more than 20 flyers will be posted at any one time for non-campus activities.
6. Posting is allowed only on boards established for that purpose.
7. No more than one item per event may be posted on each board.
8. Posting items on buildings, poles, garbage containers, fixtures, trees or campus directional signs is strictly prohibited.
9. Tacks or pushpins should be used to post items – tape, glue, nails and industrial staples are prohibited.
10. Bulletin boards may be located in the following Ocean Campus buildings (subject to change): Arts Extension, Batmale Hall, Cloud Hall, Conlan Hall, Creative Arts, Wellness Center, Student Union, Multi Use Building

### Distribution:

1. All outside (non-CCSF) organizations and/or individuals wishing to distribute literature must sign in with the Student Activities Office in the Student Union in advance of commencing distribution of literature and acknowledge receipt of the Guidelines Governing Solicitation at CCSF.
2. Distributors are required to provide the following information: name of organization, contact name, and dates and times of distribution.
3. Any persons who have not signed in before distributing literature on campus are subject to disciplinary action or removal by the Student Activities Office.
4. Solicitors who wish to distribute literature only (i.e. who do not also want to set up a table or display and/or engage in public address) may do so Ram Plaza, the Wellness Center Amphitheatre and the Cloud Science Mall as well as on the sidewalks and pathways along Cloud Circle, leading to Cloud Hall, Science Hall, and Batmale Hall from Cloud Circle, leading to Science Hall from Frida Kahlo Way, and leading from Judson Avenue in front of the Diego Rivera Theatre to Cloud Circle. **Solicitors may not distribute literature in any other areas, including inside of any buildings, parking lots, the sports facilities, any construction zones and the areas surrounding the Student Health Center, the Arts Extension Building and/or the Orfalea Family Center.**

**All CCSF recognized clubs MUST have the following three statements on all their fliers:**

1. This event was made possible by your \$7 Student Activities Fee.
2. This club is officially recognized by the Associated Students Council of City College of San Francisco.
3. Persons requiring disability-related accommodations for this event should contact Disabled Student Programs and Services at (415) 452-5481. Please allow for 72 hours advance notice

**For further information and assistance, contact the CCSF Student Activities Office  
Student Union Room 205, [ccsflife@mail.ccsf.edu](mailto:ccsflife@mail.ccsf.edu)**