Student Organizations

Campus Flyer Instructions

Student organizations are allowed to post no more than thirty-five (35) flyers throughout the UHCL campus. Each building on campus has designated areas for general flyers. Each building except the Delta Building has bulletin board space next most classroom doors. The Delta building only has two (2) locations for posting, the general break room and next to the Computer Lab on the second floor. Student organizations are to post only in those areas.

You will need to...

Bring your 35 printed flyers (no larger than 11x17) to the Student Life Office for review and approval. To save time and money, you may want to send a draft of the flyer for review before printing in case there are any errors that would prevent the flyer from being approved. The front desk student staff will stamp all flyers for approval.

The stamps are valid for 30 calendars days or when the event date has passed so plan accordingly. If you would like the flyers up longer, you will need to take them down and have them re-stamped for another 30 days. A member or officer of the organization will need to hang the flyers around campus at designated areas AND take the time to remove the flyers after the event or activity has ended. USE PUSH PINS ONLY (no tape, staples, or glue). The Student Life Office staff does monitor the bulletin boards on campus so please make sure you have your flyers stamped for approval.

DO NOT POST:

- On bulletin boards assigned to specific departments
- Any random wall, window, door, or bathroom on campus (don’t create your own locations)
- Inside the classrooms above the chalkboards or other general meetings rooms

Flyer Glass Cases (Next to the elevators)

You may also leave an ADDITIONAL six (6) flyers with the Student Life student staff and they will post your flyers in the glass cases next to the elevators. They will choose the locations based available space the flyers will be up for two weeks so please plan accordingly.

ADA Statement Required

ALL flyers require the official American with Disabilities Act (ADA) statement to ensure that all students with disabilities will be given the necessary accommodations to participate in UHCL events and activities. Below is an EXAMPLE of the official statement to be used for your flyer. The statement MUST be visible and at the bottom of the flyer.

You MUST USE YOUR ORGANIZATION’S contact information and NOT Student Life. You are responsible for making the accommodations for your events and activities. You are welcome to change your notification timelines. You may also use any official ADA logo from the web. For additional assistance, please contact Disability Services at 281-283-2648.

Any individual requiring an accommodation in order to participate in this event will need to contact Student Life at 555-555-5555 or via email at useyourinfo@uhcl.edu at least one week prior to the event.