

ATTENTION:

Prior approval is needed for all postings on campus

WHERE TO GO:

- A. All HCC-sponsored notices EXCEPT for HCC student organization and HCC athletics notices

Go to Public Information (ASA-201) for approval stamp

Flyer must identify itself clearly as HCC-sponsored.

- B. All Student Organization and Community-sponsored notices

Go to Student Activities (STC-163) for approval stamp

We accept:

1. Notices about an upcoming event in the community, including concerts, festivals, movies, plays, etc.
2. Notices by HCC students or employees selling personal items, including books, cars, bikes, computers, etc. You must show your current student/employee ID card to get an approval stamp. **Notices advertising student/employee businesses are not allowed.**
3. Fundraising activities from non-profit agencies.

- C. All HCC Athletic-related notices

Go to Athletics Department (ARCC-214) for approval stamp

- D. All Help Wanted notices

Go to Internship and Job Services Office (STC 138) for posting information through College Central Network.

**NO COMMERCIAL (BUSINESS) ADVERTISING
OF ANY KIND IS ALLOWED ON CAMPUS.**

Please remember:

- a. Flyers cannot advertise goods, services or classes that duplicate HCC offerings/services.
- b. Flyers cannot contain any unauthorized copyrighted material.
- c. Flyers cannot include material deemed to be obscene, indecent, slanderous or libelous.
- d. Flyer cannot defame others, including but not limited to any racial, ethnic, gender, sexual orientation, age, disability, source of income, or religious groups.
- e. Flyer cannot advocate violence or use fighting words designed to invoke violence.
- f. Flyers cannot contain deliberate misinformation.

A copy of HCC's Solicitation Policy is available online and in the Dean of Student's Office.

Please see the Dean of Students Office in STC 142 with any questions.

THANK YOU FOR OBSERVING THESE GUIDELINES.

