REQUEST FOR APPROVAL TO POST MATERIALS FORM

The area of Student Life provides support in the posting on and maintenance of bulletin boards throughout campus. Materials on-campus groups or individuals wish to post must be submitted to the Student Engagement and Applied Leadership (SEAL) Center for review. The SEAL Center will post materials on allocated bulletin boards in the Bell Tower, Sage Hall, Del Norte Hall, and Islands Café, as well as provide postings to the Broome Library, Student Union Building, and Housing for those individual areas to post according to their procedures.

PLEASE NOTE: If you are not a member of the CI campus and would like to post on campus, contact Nancy Gill, Director of Communication & Marketing located in Solano Hall 2176 at (805) 437-8456 or nancy.gill@csuci.edu for posting material approval. Upon her approval the materials will be forwarded to the SEAL Center for posting.

REQUIRED INFORMATION ON MARKETING MATERIALS
Your marketing pieces must contain the following information:

- Name of event or reason for posting (nominations, call for volunteers, campus program/department informational, etc.)
- Details (as applicable): date, time, location, price, registration or application information and deadlines
  - Note: On campus events require Disability Resource Programs statement for providing needed accommodations
- Contact information (email and/or phone number)

FORM SUBMISSION PROCEDURE
1. Complete this form in its entirety.
2. Bring this form and posting materials to the SEAL Center located in Bell Tower East, 1769. If the office is closed, there is a drop box located next to the door.
   a. 40 total copies
   i. Sizes: 8.5x11 (standard) or 8.5x14 (legal) can be posted in all locations; 11x17 or larger cannot be posted in the Student Union or Broome Library, and Student Housing will accept four (4) large posters.
3. Your marketing will be reviewed and if no changes are necessary, we will post within two to four (2-4) business days.
4. If changes are required, you will be notified of the necessary edits and will need to provide revised material.
5. Flyers will be date-stamped and remain posted for two (2) weeks.

CONTACT INFORMATION
Please select one of the following:

☐ Student
☐ Staff/Administrator
☐ Faculty

Event title/flyer purpose: _____________________________________________________________

Print Name: ___________________________________ Email: ______________________________

Signature: _________________________________ Date submitted: ______________________

For questions please contact Student Leadership Programs at 805-437-3356 or studentleadership@csuci.edu.