



Columbia College
Vancouver, Canada

COLUMBIA COLLEGE POSTER BOARD POLICY

1. Before posting anything onto a poster board, please have the Student Services Manager (Zenith) or the Student Life Coordinator (Jerica) review the material. Posters will be taken down otherwise.
2. Please make sure your poster is appropriate if the poster board has a specific theme.*
3. If the information on your sign no longer applies, please remove it from the board to ensure that it is always up to date.
4. Please note that if a poster is not your own, only the Student Services department reserves the right to remove it.
5. Please note that displaying duplicates of the same poster on the same board is prohibited.
6. Displaying posters onto anything other than poster boards is prohibited; this includes inside the bathrooms, on glass doors, and classroom/lounge walls.
7. Please do not remove any poster that is not yours, regardless of the date indicated on the poster. Student Services will make sure those that put them up will responsibly remove them.
8. Please do not take other posters' pushpins. You can come to Student Services (Rm 211) to get new pushpins.
9. Please do not write negative comments on any poster. If you have a concern, you may come to Student Services (Rm 211) to address it.

* COMMUNITY BOARD, 3rd FLOOR

Columbia College encourages students to get engaged in the community, by volunteering or attending educational and social events. If a student wishes to share information regarding an event happening outside of Columbia College, he/she/they may do so by posting onto the community board after checking in with Student Services. Please note that community posters are prohibited from being publicized on any other boards. Columbia College is not affiliated with the events advertised on the community board.