

BULLETIN BOARD POSTING

OSA solely determines campus bulletin board approval, space priority, posting, and removal of flyers. Flyers must be submitted to OSA in 'Iliahi 126 for approval. Flyer submissions must abide by the following:

No more than 15 flyers may be accepted by OSA; only one flyer can be posted on each bulletin board.

May be posted for up to 10 business days prior to the event. Extensions may be granted if requested in advance.

Has a size no greater than 8½" x 11" and in portrait format.

Advertised content must be free to all students and affiliated with Kapi'olani Community College.

Contact information for the event must be clearly listed on the flyer, and include a full name, email, and/or telephone. A website cannot be substituted for a telephone number or email.

OSA will **NOT** accept:

Sales, leases, or rental advertisements for housing, goods or services.

Job advertisements. Job openings may be submitted online via the Employment Prep Center. (This is out of respect of EPC. If their policy later changes, our office may post both UH and non-UH system job flyers on one of the four boards at 'Iliahi).

Course advertisements

Promotion of illegal substances or activities, offensive, inappropriate, gang-related, profanity, or nudity filled content.

Flyers with any content that is in a foreign language, must be accompanied with an English translation. The individual submitting the flyer is solely responsible for securing a translator.

location: 'Iliahi 126
phone number: 808.734.9576
email address: osa@hawaii.edu

