OFFICE OF STUDENT ACTIVITIES (OSA) BULLETIN BOARD POLICY

1 - The Office of Student Activities (OSA) solely determines campus bulletin board approval, space priority, posting, and removal of flyers on its designated bulletin boards. Flyers must be submitted to the office in 'Iliahi 126 for approval, signified by a stamp in the lower right corner. OSA may review the flyer and either take the flyer for approval, disapprove the flyer, or refer the submission to another department.

2 - Posting occurs twice a week, depending on staff availability and the number of flyers received. OSA staff strive to post flyers no more than 3 days after a flyer is received. Submitters must consider the following:
   • No more than 15 flyers may be accepted by OSA; only one flyer can be posted on each bulletin board. If less than 15 flyers are provided, OSA will determine which bulletin boards to post on.
   • Flyers may be posted for up to 10 business days prior to the event. Extensions may be granted if requested in advance.
   • Flyers must be no larger than 8 ½” wide by 11” tall (letter size). Letter size flyers must be in portrait format (long edge on right and left sides, short edge on top and bottom).
   • The lower right corner must be clear of any graphics or writing that would obstruct the OSA 1” x 2” approval stamp.
   • Advertised content must be affiliated with Kapi'olani CC and free to all students.
   • Every flyer must include the name and contact information (phone, email, and/or website) of the person or group responsible.
   • OSA will not accept:
     o For Sale listings
     o For lease, for rent, roommate wanted, or housing wanted advertisements
     o Promotion of illegal substances or activities, and/or content with nudity, profanity, gang-related symbols or words, and/or content deemed to be against our community standards.
     o Flyers that are vague, unclear, and/or do not refer to a specific activity or event
     o Job postings are immediately referred to the Employment Prep Center in 'Ili‘ahi 231.
   • 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.
   • At this time, course advertisements are not permitted, since courses are not free to all students, and course content cannot be verified by OSA.

2 - Due to limited space, OSA applies different priorities for posting flyers. First priority goes to campus-related events that are offered by OSA, BOSA, BOSP, Student Congress, or a Registered Independent Organization (RIO). Descriptions of these organizations are above.

Second priority goes to other Kapi'olani CC and UH System-related events. UH System-related events are only posted to the UH System Community bulletin board located in the ‘Ilima building, between rooms 102 and 107.

4 - Unapproved flyers discovered on bulletin boards will be taken down without notice.

5 - The following disclaimer shall be posted on each bulletin board maintained by OSA:
   *The Office of Student Activities (OSA) is not responsible for the content, quality, or accuracy of any materials or referenced information posted on this bulletin board. These materials also do not constitute or imply an endorsement, recommendation, or favoring by OSA.*

* The course advertisement policy is currently under review.

For questions about this policy, please contact the Student Activities Coordinator at (808)734-9578.