Posting/Flyer Authorization Form

Posters/Flyers regarding items or services for sale will NOT be approved per Hallmarks Solicitation Policy. These items may be placed at “free will” areas (see separate listing for locations). Events held at businesses if alcohol is sold will be denied.

All University of Illinois at Urbana-Champaign academic and administrative units as well as Housing student organizations need not complete this form but still require the poster/flyer to be stamped. Postings are limited in size to 11x17.

Postings will be denied if:

- Names of for-profit agencies/businesses is referenced on the posting
- Event/Meeting is at a location where alcohol may be served
- Location listing is ambiguous or not listed at all
- Flyer references an event that is by invitation only

All events with approved posters/flyers must be open to all Undergraduate Residence Hall Students

Please complete the below information:

Name of organization_____________________________________________________________

Organization’s e-mail address_______________________________________________________

Your name and cell phone number: _________________________________________________

Attach a copy of your flyer to this request and return it to Sue Wilson, 300 Clark Hall, for approval.

Due to space limitations, only 28 copies are allowed. In cases of multiple posters/flyers relating to the same topic, only a combination of 28 is allowed.

All approved posters/flyers brought to 300 Clark before 11:00am, Monday through Friday, will be taken to the Area Offices by our mail runner (unless this person is not available.)

If you would like to take your posters/flyers yourself to the Area Offices, you will need to stamp the front of each poster/flyers with the authorized self-inking stamp. (This stamp is to remain in 300 Clark Hall.) Take the designated quantity, as shown on the “distribution guide” (which will be provided) to each Area Office.

In order to enforce the no-solicitation policy, all groups/individuals, must gain approval before posters/flyers will be posted.

ONLY DESK CLERKS ARE AUTHORIZED TO POST FLYERS.

Stuffing mailboxes may only be approved by the Associate Director of Housing for Residential Life, or his designee.

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For Office Use only

Request approved by: ________________________________________________________________

Request denied & reason: _____________________________________________________________

Denied by: ________________________________________________________________________