



**Oxnard College
Student Activities Office**



PUBLICITY GUIDELINES FOR CLUBS, ORGANIZATIONS & OFF-CAMPUS GROUPS

PUBLICITY CODE

Students wishing to post, display, distribute, or otherwise make known an activity, event, or other piece of information should seek advance approval from the Student Activities Office. This policy applies to all printed material distributed by students and off-campus groups on the Oxnard College campus, including but not limited to all petitions, circulars, leaflets, newspapers, and all materials displayed on bulletin boards, sign boards, or other such display areas. In no case should printed materials be placed on lamp poles, buildings, windows, doors, retaining walls, painted surfaces, sidewalks, plants, and other such places.

All printed material should be clearly designed to meet the needs of students, staff, and faculty, and the event, activity, or program should be of obvious benefit to members of the campus community. All materials displayed shall clearly indicate the author or agency responsible for its production and shall be dated. Nondated material will not be approved or posted. All posted materials must display the Student Activities approval stamp. Persons posting materials will be responsible for their prompt removal when the activity or event is concluded. Failure to remove the posted material may result in a withdrawal of future posting privileges.

Student open bulletin boards are located in front of the entrance to the cafeteria and in the Student Center. Two are located north and south of LA-6. The use of these open bulletin boards is available to all students or student organizations and shall be utilized on a first come, first served basis. Off-campus groups should check with the Student Activities Office for appropriate announcements and advertising legitimate and legal items for sale, i.e., books.

Requests by off-campus individuals or agencies to disseminate materials on the Oxnard College campus should be referred to the Student Activities Office. Such material must be of high campus value.

Posting of materials on both official and open bulletin boards will be governed by time, place, and manner of expression as follows:

TIME—The time of distribution shall be limited to hours that the college is in session. There shall be no distribution in a classroom while a class is in session.

PLACE—Distribution is not to interfere with the normal flow of traffic within the college corridors and walkways nor impede entrance to or exit from college property.

MANNER—Coercion is not to be used to induce students to accept the printed material or to sign petitions. The number of students or groups of students as well as the number of distributions days for any one handout may be limited by the Student Activities Office. Individuals or groups are expected to use good taste in their manner of expressing ideas according to current legal standards.

REGARDING FLYERS

1. Faculty-sponsored activities need no approval.
2. ASGS-recognized clubs should file a copy of material with the Student Activities Office, and need “approved” stamp. All club materials must have written club advisor’s approval!
3. Outside organizations require advance approval and flyers must be stamped “approved” and signed by appropriate Oxnard College staff.



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PUBLICATION SERVICES PROVIDED TO CLUBS BY STUDENT ACTIVITIES

If you want a sign designed and printed in publications, the rules listed below should be followed.

1. Eligibility

- a. All events sponsored by students of general interest to the whole student body or the community.
- b. All events sponsored by clubs open to the entire student body.
- c. Publicity for the formation of a new club.

2. Procedures

- a. Material to be publicized must be turned in to the Student Activities Office three weeks before the event. Late submissions will not be produced.
- b. Material must be typed and include date, time, place, description of event, name of sponsor and any other information.
- c. Art work must accompany the typed copy, if any is wanted. The Publications Office reserves the right to leave out the art work if they judge it not suitable for reproduction or not suitable to the design.
- d. Indicate the size of paper, color of paper, and number of copies needed. Sizes available are 8½ x 11" and 8½ x 14". 100 copies should be sufficient for publicizing an event on campus.
- e. Pick up signs at the Student Activities Office one week before the event.
- f. Post all signs in appropriate places (see publicity regulations). Remove signs the day following the event.

3. Activities Office Responsibility

- a. Turn in the Publications Request Form to the Publications Office after ascertaining that all the information needed is included and is legible.
- b. Note a due date, number of copies needed, and any other pertinent information on the work order. **Note: ASAP is not an acceptable due date.**
- c. Check one week later to see that the material is ready and complete any other follow up needed.
- d. All publicity to be posted or publicized will have to be submitted to the Student Activities Specialist for approval.
- e. STUDENT ACTIVITIES OFFICE WILL NOT POST MATERIAL FOR CLUBS.