

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 2110

**TITLE:** POSTED ADVERTISEMENTS

**BASED ON POLICY:** 2.11 ADVERTISEMENTS POSTED ON BULLETIN BOARDS AND  
DISTRIBUTION OF SIGNS, HANDBILLS, AND ADVERTISING

**OFFICE OF PRIMARY RESPONSIBILITY:** PRESIDENT'S OFFICE/COMMUNITY  
RELATIONS AND MARKETING

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I. Purpose:

To provide guidelines for the approval of the advertisements or promotional materials to be posted at the College in locations such as, but not exclusive of, the open bulletin boards, web pages, network or digital signs

II. Procedure:

- A. Any advertisement or promotional materials of a commercial nature to be posted on the open bulletin boards must be approved via email by the Office of Community Relations and Marketing.
- B. Members of the office are required to provide approval by signing and dating the commercial advertisement or promotional materials in a conspicuous location.
- C. Other items requested to be placed on bulletin boards will be refused if they:
  - 1. Encourage or promote academic dishonesty, e.g., selling research papers
  - 2. Are in conflict with the South Florida State College Freedom of Expression policy/procedure
- D. Any commercial or promotional material placed on the board(s) without the stamp approval of the Office of Community Relations and Marketing will be removed.

**HISTORY: Last Reviewed: 3/05/19**

**Adopted:** 8/27/84

**Reviewed:** 1/13/05, 3/05/19

**Revised:** 8/1/89, 1/21/02, 4/29/08, 9/7/10, 4/24/18