

**Residence Life & Housing**  
***Posting, Solicitation, and Distribution Policies***

Residence Life & Housing policies for posting, solicitation and distribution are effective year round and cover all residence halls, apartment communities, Residence Life & Housing offices, and all outside areas surrounding the residential communities (all areas between University Boulevard and Zink Road and around Hamilton Hall). Posting in all other areas of campus require advance approval from different entities on campus.

**Posting Approval Process for Residence Life Staff and Residential Student Organizations:**

1. Anything posted or used for advertising events sponsored by Residence Life & Housing or residential student organizations will need advance approval by the advisor/supervisor for their position. Approval can be obtained by bringing a copy of the publicity to their office or by sending an email attachment depicting the item prior to copying or ordering the publication, posting or item.
2. After being approved, the flyers or other documents must be pre-counted and bundled (by RA, by floor, or by community) by the submitting entity and given to the advisor/supervisor for posting at least 10 working days prior to the event (or expected dissemination of materials). Exact numbers are included at the end of this document.
3. The advisor/supervisor will notify the organization/individual if there is a problem with approval of the publicity.
4. Once received, reviewed and approved, the advisor/supervisor will distribute the items to the Community Director for the specified community within 1 business day, the Community Director will pick them up within 1 business day and will distribute them to their Resident Assistants within 1 additional business day. Once distributed, the Resident Assistants will have 1 business day to post or distribute the items. As such, it could take up to one full week for items to be posted in a community once received. Some items may take longer if the event or publicity is received further in advance.
5. Residence Life & Housing staff members or residential student organizations desiring to post information must provide all copies or products and must use the appropriate account to pay for the materials to be produced.

**Posting Approval Process for Individuals/Groups Other than Residence Life Staff and Residential Student Organizations:**

1. Students and student organizations that are non-residential, members of the university faculty and staff, and all non-University constituents will need advance approval by the Assistant Director for Residence Life and/or their designee. Approval can be obtained by completing this online form: <https://wsureslife.forms-db.com/view.php?id=85672>
2. After being approved, the flyers or other documents must be pre-counted and bundled (by RA, by floor, or by community) by the submitting entity and given to Residence Life & Housing for posting at least 10 working days prior to the event (or expected dissemination of materials). Exact numbers are included at the end of this document.
3. Residence Life & Housing will notify the organization/individual if there is a problem with approval of the publicity.
4. Once received, reviewed and approved, Residence Life & Housing will distribute the items to the Community Director for the specified community within 1 business day, the Community Director will pick them up within 1 business day and will distribute them to their Resident Assistants within 1 additional business day. Once distributed, the Resident Assistants will have 1 business day to post or distribute the items. As such, it could take up to one full week for items to be posted in a community once received. Some items may take longer if the event or publicity is received further in advance.
5. Residence Life & Housing will not pay to have materials produced. Organizations and/or individuals desiring to post information must provide all copies or products.

**Weekly Email to Residential Students:**

1. Residence Life and Housing sends a weekly email to all residential students to inform them of events and opportunities available on campus.
2. Wright State University departments and organizations are welcome to submit an electronic copy of their flyer to be included in this email in place of or in addition to posting in the residential communities.
3. Weekly emails are sent Wednesday afternoons. A request for approval must be submitted by Wednesday at 10am.
4. Approval can be requested through this online form: <https://wsureslife.forms-db.com/view.php?id=85672>

**Distribution to Individual Students:**

1. Coupons, flyers, or giveaways not related to University organizations or offices will not be placed in student rooms or hung in the communities. However, these items can be put in community offices (or RL & H main office) and can be given out at events at the discretion of the Community Director following approval by the Assistant Director for Residence Life and/or their designee.
2. Coupons, flyers, or giveaways related to University organizations and offices will only be placed in student rooms in the Fall before students return to campus. All items must be approved by the Assistant Director for Residence Life and/or their designee and received by Residence Life & Housing office by August 1<sup>st</sup> to be placed in students' rooms. Items will only be placed on the desk in each student room. Nothing can be hung or affixed to the door. Items given after the August 1<sup>st</sup> deadline will be put in community offices (or RL & H main office) and/or given out at events at the discretion of the Community Director following approval by the Assistant Director for Residence Life and/or their designee.
3. University and non-University related organizations and offices wishing to have items put in student mailboxes must mail their items through the United States Postal Service and must include a specific student's name and complete mailing address in order for the item to be placed in their mailbox.

4. Individuals and/or organizations may not go door to door passing out publicity. Nothing is to be slid under individual student or apartment doors, affixed to the door or put in the door handle.
5. Approval will not be granted for any publicity promoting alcohol, drugs, weapons, illegal activities, sexual insensitivity, or items deemed to be offensive in nature.

**Solicitation Policy:**

1. Because the safety and privacy of the students is paramount, no solicitation or canvassing of any kind, may be conducted in residential areas, nor may articles, goods and services be offered for sale by anyone in residential areas. Solicitation in residential areas is limited to the exterior entrance and/or the main lobby with approval from Residence Life & Housing. Solicitation in residential areas may only be conducted for events sponsored by campus-affiliated groups.
2. Resident Assistants may, on occasion, knock on residents' doors to notify them of events sponsored by the Residence Life & Housing staff or residential student groups.
3. Students should be aware of solicitors who traditionally target college campuses and often fail to deliver their promised goods or services. These individuals include some vendors of perfume and cosmetics, magazines, and telephone calling services. If you are approached by one of these individuals, please report the individual(s) to the Wright State University Police Department and a Resident Assistant or Community Director immediately.

**Miscellaneous Information:**

1. Designated areas for posting information in residence halls and apartments are determined by the Community Director for each community.
2. Residence Life & Housing professional staff members reserve the right to remove unauthorized, defaced, damaged or postings without notice. Residence Life & Housing professional staff members reserve the right to decide the length of time for individual postings to remain posted within a given community once posted.
3. Space for hanging outdoor banners in the residential communities is limited. Individuals desiring to hang a banner in the residential communities must receive advance approval from the Assistant Director for Residence Life and/or their designee. Only university departments and WSU student organizations will receive approval. Residence Life & Housing events will receive priority. Banner size is limited to a maximum of 6 feet high and 12 feet wide.
4. The kiosks will be maintained by Residence Life & Housing. Individuals wishing to post items on this board must provide one flyer to be posted on the board. The board will be cleared on the 15<sup>th</sup> and the last day of each month regardless of when items were posted on the board.
5. Advertisements, coupons, or other materials may not be affixed to cars or placed under their windshield wipers except in extreme circumstances.
6. No more than 2 of the same flyers will be posted on a single floor.
7. Posting of flyers will not be allowed in the stairwells or elevators of any residence hall.
8. Posting of flyers will not be allowed on the glass entry doors to any residence hall (except by Residence Life & Housing staff members or residential student organizations so long as the view of the hallway is not obstructed).
9. Scotch tape should be used to affix items to glass doors. Masking tape or standard staples should be used to affix items in designated areas for posting.
10. The Director of Residence Life & Housing or their designee reserves the right to make final judgment regarding any document denied.
11. Failure to follow the policies outlined in this document by individuals, organizations, or offices could result in disciplinary action through Community Standards and Student Conduct, administration processes, and/or the Wright State University Police Department.

**Instructions for distribution of information, goods, and services in the Wright State University residential communities:**

1. Review the policies listed above and maintain a copy of them for your records.
2. Get approval of your original document by the Assistant Director for Residence Life and/or designee prior to copying or ordering the publication, posting or item.
3. Make the appropriate number of copies (as listed below) for distribution.
4. Drop off all copies (**divided by community and appropriately labeled**) for distribution to Community Offices.
5. Allow up to one full week for posting throughout residential communities.

**Breakdown of Posting Distribution**

<b>Community</b>	<b>1 per Unit</b>	<b>1 per Person</b>	<b>Suggested</b>
ALL Communities	975	1258	65
ALL Residence Halls	639	639	49
ALL Apartments	336	619	16
The Woods	418	418	29
Honors Hall	139	139	13
Hamilton Hall	82	82	7
College Park Apartments	108	263	8
University Park Apartments	36	102	3
Village	133	157	3
Forest Lane Apartments	59	97	2