

PCHS FLYER/POSTER POLICY

The following policy applies to any student, teacher, staff, group, club, team or organization wanting to post flyers, posters, or general notices/advertisements (“Flyers”) on school facilities:

FOR GENERAL FLYERS:

1. One must get their notice approved by the ASB Commissioner of Student Involvement, either by a physical or digital stamp.
 - a. ONLY copies of the Flyers that have a stamp can be posted on school facilities.
 - b. Flyers can ONLY be posted on bulletin boards. Painted, brick, cement or stucco areas are NOTpermitted unless a Poster Waiver Form, which can be obtained by emailing asbinvolvement@pchs.palihigh.org or going to F104, is completed, authorized and turned in to the Commissioner of Student Involvement.
 - c. Flyers may only be hung on bulletin boards using thumb tacks or staples.
 - d. Once Flyers have “expired” or are no longer necessary, they must be taken down by the party who put them up within three (3) school days.
 - e. Failure to abide by the above policy/regulations will result in the immediate removal of such flyers, and possibly future permission to post Flyers.

FOR ASB ELECTIONS:

1. All Flyers are subject to inspection by the ASB Leadership Elections Committee.
 - a. If it is determined that a Flyer violates any campaign rules, it will be taken down and the candidate who posted the Flyer will be subject to disqualification.
 - b. ONLY copies of the Flyer that have a stamp can be posted on school facilities.
 - c. When posting on painted/brick areas, ONLY blue painter’s tape can be used (No Duct Tape).
 - d. No stickers of any kind are allowed.
 - e. Flyers must be taken down within three (3) school days of the end of elections.
 - f. Failure to abide by the above regulation will result in the immediate removal of such flyers.

FLYER/POSTER WAIVER FORM

The following form must be turned in to the ASB Commissioner of Student Involvement prior to the posting of Flyers and applies to students, teachers, staff, groups, clubs, teams or organizations wanting to post flyers, posters, or general notices/advertisements (“Flyers”) on school facilities:

Completing the following form affirms that:

- a. All Flyers posted on painted and/or brick areas will be hung up ONLY with blue painter’s tape.
- b. Failure to abide by the above regulation will result in immediate removal of such flyers.

Name: _____

Email: _____

Organization Affiliation (Club, Admin, etc.): _____

Date: _____

Signature: _____