**Bulletin Board Posting Policy**

All postings must be stamped by the Front Desk prior to posting. Postings require a removal date. **Any post without an approval stamp and removal date will be removed immediately.**

**How to calculate removal date:**

* Event posters are to be removed within 1 week after the event *by the event coordinator.*
* Course posters are to be removed 1 week after course registration closes.
* Job postings are to be removed within 1 week of the close date.
* General announcements are posted for 2 weeks.
* RSOs can post for the quarter.
* If you don’t see your posting above, SEFS Main Office will determine removal date.

**Where can I post:**

Once stamped, you can post on any bulletin board with the following notice:

**SEFS Bulletin Board**

**To post, see staff at Anderson 115 for an approval stamp**.

Bulletin boards without this notice belong to specific labs and should not be posted on without their explicit permission.

**STAMP**

