

Distribution of Materials in the Residence Halls

Department of Residence Life – Division of Student Affairs

North Dakota State University

Residence Hall Mailbox Stuffers

Please note: Residence hall students receive a high volume of materials in their mailboxes. Student organizations and NDSU departments are encouraged to evaluate whether or not a mailbox stuffer would be the most effective method of advertisement/communication with this population of students. Alternative methods of advertisement, such as posters or flyers in common areas, may be more cost effective choices to consider. Mailings to University Apartment students must be sent through the United States postal service.

Policy

- Mailbox stuffers cannot be distributed for the first two weeks of fall semester. Only exceptions include information about Welcome Week and official university business as approved by the Department of Residence Life.
- All mailbox stuffers must be approved by the Department of Residence following the procedures below.
- Only recognized NDSU departments and student organizations will be allowed to distribute materials in residence hall mailboxes.
- Recognized student organizations will be limited to two (2) mailbox stuffers per semester. One copy of a stuffer will be allowed per mailbox.
- Materials must have the name of the sponsoring department or organization clearly printed on them.
- Departments or organizations wishing to recognize a commercial sponsor on a mailbox stuffer may do so. Commercial material shall not exceed more than one fourth (1/4) of space and shall not be the sole purpose of the stuffer.
- All mailbox stuffers shall have no promotion of illegal substances and/or acts and have no promotion of alcohol and/or tobacco.
- All mailbox stuffers must be in English or have an English translation.
- Mailbox stuffers can be no smaller than regulation postcard size (3 ½ x 5 inches) or one quarter of an 8 ½ x 11 sheet.
- Full sheet size (8 ½ x 11) mailbox stuffers can be printed on regular weight paper, but must be tri-folded in order to fit into the mailboxes. Half sheet stuffers (8 ½ x 5 ½) may also be on regular weight paper, but all other mailbox stuffer materials must be printed on cardstock.

Procedures

- Bring a copy of the stuffer to the Residence Life Office, located in West Bison Court, to obtain a pre-approval.
- Count and bundle stuffers by hall according to the number of mailboxes in each hall. A list of these numbers will be available from the Residence Life Office or at www.ndsu.edu/reslife.
- Deliver stuffers to the Residence Life Office to be distributed to the halls. Each bundle must be labeled with the name of the hall. *Note: Distribution to the hall mailboxes may take up to 3 business days after receipt by the Residence Life Central Office.*

Solicitations and Distribution

Policy

Organizations not affiliated with NDSU and individuals (regardless of affiliation with NDSU) may not advertise, sell, conduct a business, or raise funds on campus or in a University residence without first registering and receiving written permission from the Senior Associate Director of Residence Life. Commercial activities in public areas of residence halls will not be allowed. The breezeways near Reed/Johnson and Weible Halls are available for use by student organizations and university departments. Reservations and registration are required. See the *Reed/Johnson and Weible Breezeway Reservation and Policy* form.

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Posters

Policy and Procedures

- NDSU organizations and departments may receive permission to have a maximum of one (1) poster hung on the main bulletin board in each residence hall, as space allows. Exceptions may be granted through the Department of Residence Life, and will be granted only for materials which contain new information.
- There are 12 residence halls; however we will accept fifteen (15) posters due to the fact that some of our halls have multiple buildings. Posters for the NDSU Residence Life Apartments are allowed, we will accept sixteen (16) posters which will be distributed to the three on-campus apartment complexes.
- Maximum size for posters is 11 x 17 inches.
- Posters must be delivered to the Department of Residence Life. Upon approval, Residence Life staff will distribute and post them in the residence halls.
- Posters must be initialed, dated and hung by the residence hall staff.
- All posters must be in English or have an English translation.
- All posters shall have no promotion of illegal substances and/or acts, and have no promotion of alcohol and/or tobacco.
- Posters will be removed by hall staff immediately after the date of the event being publicized.
- Posters containing non-dated material may be removed two (2) weeks after being hung.
- Failure to receive proper permission will result in posters being removed.

Personal Advertisements

Policy and Procedures

- Personal advertisements (selling books or other possessions) may only be posted by residents in their own halls, as space allows, on the designated bulletin board(s) in the residence hall.
- All personal ads must be 8 ½ x 11 inches or less in size.
- Ads may be submitted to hall staff for approval and posting.
- Ads will be dated on the day they are posted and removed after two (2) weeks.
- The Department of Residence Life, NDSU, and the State of North Dakota are waived of any and all liability of claims arising from postings on the general bulletin board.

Campaigning

Every election year, the College Democrats and the College Republicans meet with the Senior Associate Director of Residence Life and the Dean for Student Life to set up guidelines regarding mailings and door to door campaigning. Literature will not be allowed to be placed under student doors or on the door knobs of student rooms. The Senior Associate Director of Residence Life will give notice to Department of Residence Life staff informing them of the outcome of this meeting.

Student Government Campaigning

Each year, the Chief Justice will receive campaigning procedures for Student Government elections. These procedures will be distributed to candidates and the residence hall staff.

This policy is reviewed by Residence Life and the Residence Hall Association. For questions please contact Residence Life at 701-231-7557 or the Residence Hall Association at 701-231-2239.

Updated: August 24, 2011