

Distribution of Materials in the Residence Halls

Department of Residence Life – Division of Finance and Administration - North Dakota State University

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 Director of Residence Life or their designee. 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.

Mailbox Stuffers

Please note: Residence hall students receive a high volume of materials in their mailboxes. The Residence Hall Association reviewed this policy in February 2018 and voted to student organizations and NDSU departments are, therefore, 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.

Policy

- Mailbox stuffers cannot be distributed for the first two weeks of fall semester. Only exceptions include information about Welcome Week and pertinent university business as approved by the Department of Residence Life.
- All mailbox stuffers must be approved by the Department of Residence Life 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 one (1) 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 NDSU organizations wishing to recognize a commercial sponsor on a mailbox stuffer may do so. Commercial material, however, shall not exceed more than one forth (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 (8 ½ x 5 ½) and quarter sheet stuffers (4 ¼ x 5 ½) may also be on regular weight paper.

Procedures

- Bring a copy of the stuffer to the Residence Life Office, located in the 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 http://www.ndsu.edu/reslife/publications/poster_and_mailbox_stuffer_guidelines/
- 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 this method of distribution to the hall mailboxes may take up to 3 business days after receipt by the Residence Life Central Office.*

Distribution of Materials in the Residence Halls

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Posters

Policy and Procedures

- Organizations and departments may receive permission to have a maximum of one (1) poster hung on the main bulletin board in each 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.
- Maximum size for posters is 11" x 17".
- Posters must be delivered to the Department of Residence Life. Upon approval, Residence Life staff will be initial, date and be hung up 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 will be removed two (2) weeks after being hung.
- Failure to receive proper permission will result in posters being removed.

Personal Advertisements

- Personal ads (selling books or other possessions) may only be posted by residents on their own doors, as space allows. Entire use of door cannot exceed 25%.
- All personal ads must be on 8 ½" x 11" or less in size.
- 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.

Flyers for Common Areas

NDSU Organizations, departments, and off-campus groups may choose to place flyers the common area of all residence halls. The amount of 50 flyers can be placed in halls with the occupancy of 300 or less students and 100 flyers can be placed in halls with occupancy of more than 300 students. These may be delivered to the Department of Residence Life Office, West Bison Court.

Campaigning

Every election year, the College Democrats and the College Republicans meet with the Residence Life designee 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 Residence Life Staff designee 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 of Student Government 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 231-2239