

Solicitation, Distribution and Posting

Mayville State University prohibits the solicitation, distribution and posting of materials on institutional property or mass email by any registered student organization, campus office or department except as permitted by this policy.

Materials may only be solicited, distributed or posted as stated below:

1. **Bulletin Boards/Other Surfaces:** Bulletin boards designated “university use” bulletin boards and other surfaces, as designated, are available in various locations around campus and are intended for use by student organizations registered with the Office of Student Involvement or a Mayville State University committee, campus office or department. A listing of designated areas can be found within the procedure [MP991 Posting of Materials](#).
2. **Digital Message Boards:** Mayville State University owns and operates digital message boards in various locations around campus. To have an item posted to the board, contact the Director of Marketing and Public Relations.
3. **Mass Campus Mailbox Mailings:** Registered student organizations may distribute information through resident student mailboxes if the material is approved by the Office of Student Life. All other mass mailings to campus mailboxes must be postmarked through the United Postal Service and addressed to campus mailboxes.
4. **Mass Email Messages:** Mass emails to the Faculty, Staff or Student Outlook address groups must follow the **M1901.2.1 Mass Email Distribution** policy and are restricted to official communications containing significant news value with impact to a large number of people within the University community.
5. **Table Tents:** The placement of table tents in the Cafeteria and Snack Bar is allowed with prior approval from the Director of Dining Services.
6. **Non-employees:** Non-employees may not solicit employees or distribute literature of any kind on the premises of Mayville State University without prior approval. Such approval should be made by the appropriate supervisor of the work area being solicited.
7. **Employees:** Employees of the university may not solicit other employees during regular work hours, except in connection with a university sponsored or approved event or activity. Employees may not distribute literature or materials during regular work hours except in connection with a university sponsored event or activity. Employees may not conduct for-profit business operations on university property, utilizing university property, resources, or materials, unless such operations have been previously approved, or for which the university is being compensated.
8. **Removal in a timely manner:** Materials are subject to immediate removal after event; sponsor may be billed for costs related to removal, clean-up, or repair.
9. **Violations of this policy shall be reported to the supervisor of the employee or advisor of the student organization who is in violation.**

Adopted: March 8, 2004
Reviewed: Summer, 2012
Revised: June 18, 2012
Revised: September, 2016

Sponsor: President