

Poster Guidelines For School Affiliated Groups

Club and School Affiliated Groups: Clubs and staff members are welcome to hang posters or flyers on campus. All club materials must receive approval from the club advisor as well as from ASB. Club presidents should submit requests to ASB after advisor approval. These posters/flyers must abide by the guidelines listed below.

- All posters must be presented to the Activities Director at least one week prior to the desired posting date for approval and must be approved at an ASB business meeting. These meetings are typically held on Mondays. Digital submissions can be made on the publicity page under Activities on the ANHS website.
- All posters to be hung must be stamped for approval from the Activities Director before hanging.
- All posters must bear the name of the individual or club responsible for the poster.
- Posters and flyers will be approved for a duration of two weeks. After that date, the group or staff member is responsible for ensuring they are removed.
- ASB can make copies of 8.5 x 11 flyers if needed.
- Posters cannot be larger than 2x2 and are limited to 10 posters. If a greater number or different size is desired, reasoning must be presented to ASB.
- Posters must be hung using blue painters tape ONLY. ASB can supply blue tape if needed.
- Do not attach posters to glass surfaces or doors. The only allowable surfaces are tile, brick, and interior walls.
- No poster shall be hung higher than eight feet from the ground. Bringing a ladder or step stool to hang posters is prohibited.
- No posters or flyers may be hung in hallways, restrooms, or classrooms.
- Any violation of these rules and regulations may result in the club being dismantled.
- **Board Policy 5184 and 1325 will guide limitations and content.**

Poster Guidelines For Non-School Connected Content

Aliso Niguel High School will provide a spot on a bulletin board (or a stand-alone board) for current students to post non-school connected content that is not libelous, slanderous, violate school rules, and does not substantially disrupt the school's orderly operation. All content will need to be approved by the Associated Student Body. All postings will be managed to ensure that the area is not dominated by one particular “voice” and approach. Board Policy 5184 will guide limitations and content. The duration of the postings will be determined by the school site and can be found in the guidelines below.

- All postings must be presented to the Activities Director at least one week prior to the desired posting date for approval and must be approved at an ASB business meeting. These meetings are typically held on Mondays. Digital submissions can be made on the publicity page under Activities on the ANHS website.
- All postings to be hung must be stamped for approval from the Activities Director before hanging.
- All postings must bear the name of the individual. This can be on the back of the flyer.
- Postings in this area may be posted for up to one week. All materials will be cleared on the last day of the school week.
- Each individual’s postings are limited in number to two and may be no larger than 8.5 x 11.
- Postings must be hung using blue painters tape ONLY. ASB can supply blue tape if needed.
- All non-school connected postings must be posted under the ANHS Announcements area in Wolverine way. (See below)
- Any violation of these rules and regulations may result limitations on future postings.
- **Board Policy 5184 and 1325 will guide limitations and content.**

Postings for non-school connected content will be limited to the general area as outline in red in the photo to the left. This area can be found in Wolverine Way near the Guidance office.

