

SAC PUBLICITY REGULATIONS

The following rules and regulations have been established by the Associated Students, Santa Ana College and the Rancho Santiago Community College District for college and non-college publicity.

Publicity Code for SAC College Materials

1. All publicity, excluding administrative sponsored publicity, to be posted on the grounds of Santa Ana College must be authorized by the Director of Student Services or the Student Activities Coordinator and must not conflict with the policies of the college.
2. No publicity may be posted in classrooms or attached to any building, nor may any be attached to trees, shrubs, or light poles. No flyers may be placed on cars. For any publicity in a foreign language, an English translation must be provided to the Director of Student Services or the Student Activities Coordinator for approval.
3. All publicity shall be attached to the approved, designated "hanging facilities" on the mall – NOT ON GROUND!
 - a. Bulletin Boards
 - b. Easels (limited to approved special events)
 - c. Stakes: single stakes – 22" x 28" size poster board (can be less, but not to exceed); multiple stakes support signs- not to exceed 4' x 10' (2-3 stakes).
4. Kiosks Rules (no approval needed for kiosks only)
 - a. There are to be no signs stapled or tacked on the kiosk.
 - b. No sign is to cover another sign.
 - c. All advertisement will be taken down the first Monday of each month.
 - d. All signs must be stapled or tacked down. NO GLUE or TAPE
5. All publicity shall be posted within the approved limits of the grass areas of the mall.
 - a. South of the Administration Building
 - b. North of the Library's south side
 - c. West of the Phillips Hall
 - d. East of the track field
6. Active clubs and Associated Student Government may utilize paint sets upon approval of the Student Activities Office. Publicity may be made on the designated areas on campus.
7. Inquirer(s) may check out an utilize the supplies available on a first-come-first-served basis; however, if those supplies are not available, the inquirer's own supplies, as approved by Student Activities Office, may be used.
8. There shall be no publicity posted, carried or placed within 50 feet of the election poll; this includes oral campaigning.
9. No person may remove or damage any publicity for which he/she is not directly or indirectly liable.
10. It shall be the responsibility of the Director of Student Services or the Student Activities Coordinator to remove any publicity, including fastening devices within 24 hours after the termination of an event, unless otherwise noted. (Any person or organization posting materials is asked to remove their own publicity.)
11. Any publicity which in any way damages and defaces property is strictly prohibited.
12. Any obscene or indecent publicity is prohibited.
13. Publicity per event is limited to four 4' x 10' banners and six 2' x 3' posters.
14. The Director of Student Services shall be in charge of all bulletin boards and kiosks.
15. The quantity of stakes per event and the size of the publicity placed on stakes shall be subject to the discretion of the Director of Student Services.
16. All publicity that does not either directly or indirectly advocate Associated Student activities or events is prohibited unless approved by college administration.
17. The placement or any unusual or different publicity shall be subject to the discretion of the Director of Student Services or the Student Activities Coordinator.
18. Any publicity illegally posted will be removed and discarded.
19. Failure to abide by approved Publicity Code may result in suspension of publicity privileges.

Publicity Code for Non-College Materials:

1. Non-college materials may only be posted on the kiosks that are located south of the "W" building and between the library "N" building and the amphitheater.
2. Kiosks rules (no approval needed).
 - a. There are to be no signs stapled or tacked on the border of the kiosk.
 - b. No sign is to cover another sign.
 - c. All advertisement will be taken down on the first Monday of each month.
 - d. All signs must be stapled or tacked down. NO GLUE or TAPE
3. No publicity may be posted in classrooms or attached to any building, not may any be attached to trees, shrubs or light poles.

Distribution of Non-College Materials:

Agreement Contracts for distributing circulars, petitions, leaflets, brochures and pamphlets or for displaying printed, typed or duplicated materials on a periodic basis are available in the Students Activities Office located on the first floor of the Johnson Campus Center, U-121-A,

If you have any questions, contact the Office of Student Life & Student Activities at (714) 564-6211.

