

UUFSD Policy and Procedure Document**Policy ID: 755****Title: Onsite Posting Policy****Date Approved:** March 19, 2014 by the Board of Directors**Revised:** MAY 13, 2020**Purpose**

To effectively promote Fellowship events while avoiding visual clutter.

Policy**Fliers and posters attached to UUFSD structures (walls, doors, etc.):**

- Only fliers related to UU events may be attached to the Core Area glass enclosed bulletin board or the four-sided kiosk. There will be no postings on doors, windows and fences unless approved by the Communications Committee.
- In order to protect the tax-exempt status of UUFSD, no commercial or business notices are permitted.
- While poster and fliers will usually be limited to 8½" x 11", for special events (Auction, Fall Fair, etc.) larger posters or banners may be placed on site.
- Members of the Communications Committee or the Office Administrator will attach fliers or posters to UUFSD structures (bulletin boards, kiosks) and are responsible for removing them as soon as the event has taken place. For special events, the committees and/or groups who post flyers and posters, regardless of size, will be responsible for their removal as soon as the event has taken place.
- The responsible party's contact information (name, email address or telephone number) must be included on fliers and posters (information may be printed on reverse side)

Communications Committee bulletin board and kiosk:

- The Communications Committee will maintain a centrally located bulletin board (presently the glass case in the Core Area) to promote UUFSD-related news and events.
- The Communications Committee will maintain the four-sided rolling kiosk to promote UUFSD-related news and events.
- The Communications Committee will regulate which notices will be posted on these boards.
- A representative of the Communications Committee or the Congregational Administrator will be responsible for placing a notice and removing it after the event takes place.

Member Notices bulletin board:

- To protect the tax-exempt status of UUFSD, only personal or UU-related notices may be posted on this bulletin board. No commercial or business notices are allowed.

Procedure

The Communications Committee, or the Congregational Administrator, will periodically monitor all fliers, posters and bulletin boards for attractiveness and timeliness.

Core Area Bulletin Board and Kiosk

Anyone wishing to place a notice on the Communications Committee's bulletin board or kiosk will submit a copy of it, along with contact information, to the Communications Committee or Congregational Administrator.