TYPE: Business and Finance / Student Affairs
TITLE: Community Bulletin Board Process & Guidelines

A. Statement of Purpose

Northeast Wisconsin Technical College (NWTC) supports the open sharing of ideas, events, services, and opportunities. This aligns with our educational mission and our responsibility to uphold student First Amendment rights.

Community bulletin boards are spaces where individuals and clubs/organizations can share information and connect with others. These guidelines explain how to post materials to ensure campuses remain safe, organized, and accessible.

B. Guiding Principles

a. NWTC manages bulletin boards without bias toward any viewpoint or message.
b. Posting decisions are based on compliance with these guidelines and not on whether the College agrees with the message, topic, or beliefs expressed.
c. Bulletin boards support free expression while keeping spaces clean, safe, and usable for everyone.
d. Nothing in these guidelines limits rights protected by the U.S. Constitution, the law, or NWTC policies.

C. Examples of Permitted Materials

a. NWTC events and activities
b. Messages from NWTC student clubs
c. Opportunities for student involvement or civic engagement
d. Community events and nonprofit activities
e. Student housing/rental opportunities
f. Rideshare requests
g. Resources related to education, culture, jobs, wellness, or services
h. Public notices and informational flyers

D. Submission and Approval Process

1. Submit materials to Student Involvement or the appropriate campus/location front desk. Bulletin board availability may vary by location.
2. Student Involvement will review requests for compliance with these guidelines.
3. If approved, materials will be posted for two weeks and stamped with a removal date.
4. Submissions will be reviewed in the order received whenever possible.
5. If materials are not approved, the submitter will be contacted with an explanation.

E. Review Requirements

a. Include the name of the person or group and contact information.
b. Comply with applicable law; threats, harassment, and obscene content are prohibited.
c. Meet applicable size, location, and time limitations.
d. Event materials should include date, time, and location information.
e. NWTC staff do not fact-check or endorse posted materials.

F. Posting Rules

a. Once reviewed, approved, and stamped, NWTC staff will post flyers on designated bulletin boards.
b. Preferred flyer size is 8.5 x 11 inches.
c. Do not post on walls, windows, doors, elevators, restrooms, vehicles, sidewalks, classrooms (unless approved), or other unapproved locations.
d. Materials that could damage surfaces will not be posted.

G. Posting Timeline

a. All materials must display an approval or removal date.
b. Flyers will remain posted for no longer than 14 days unless otherwise approved.
c. Event flyers will be removed within five business days after the event.
d. NWTC staff will monitor boards and remove expired materials.
e. Expired, damaged, or unapproved materials may be removed without notice.

H. Related Policies

a. NWTC Public Assembly Policy
b. NWTC Nondiscrimination & Anti-Harassment Policy
c. NWTC Student Handbook
d. NWTC Safety & Security Policies
e. Applicable federal, state, and local laws

Check with Student Involvement (920-498-5483 or student.involvement@nwtc.edu) or campus staff regarding approved bulletin board locations. Availability varies by campus and location

Posting does not imply NWTC support, sponsorship, or endorsement of any message.

Failure to follow these guidelines may result in loss of posting privileges. Questions or concerns should be directed to Student Involvement.