

## NYU SCHOOL OF MEDICINE CLUB BULLETIN BOARD GUIDELINES AND POLICIES

Having a bulletin board space for your club is a great way to publicize your clubs to other students' and faculty. The more information you post the more alluring your club's interest will be.

NYU School of Medicine Club members who wish to obtain bulletin board space must adhere to the following guidelines or risk losing their board space to a club who is on the waiting list.

**Your Bulletin Board space is only valid for one academic year. All clubs must reapply by May 30<sup>th</sup> to maintain their clubs current bulletin board space. No club is guaranteed space.**

### Space Request Process

- Only Student Council approved organizations can request and obtain bulletin board space.
- All requests should be directed to Ibelisse Martinez at [Ibelisse.martinez@med.nyu.edu](mailto:Ibelisse.martinez@med.nyu.edu)
- You should include a request for supplies in your annual club budget for the purpose of decorating your board space. If you are granted space but do not have funding please speak with Ibelisse to make other accommodations.

Once granted bulletin board space your club is expected to abide by the following bulletin board guidelines.

### Bulletin Board Guidelines

- **You must re-apply/apply every academic year to maintain or obtain bulletin board space.**
- You must post information on your bulletin board space including contact information of members of the club, a mission statement, articles, upcoming events/meetings and/or any other information pertaining to your club. **Posting only your clubs' name and contact information is not acceptable and may result in removal of your board space.**
- You must update your club bulletin board space at least twice in an academic year. Once in the beginning of the academic year (mid-August) before the new students arrive, and again in mid-January. At the end of the academic year (in May) you must inform the new club leaders of the bulletin board guidelines or they risk losing their space.
- Each club may send me color pictures/information via email attachments so that I can print them for you to post on your bulletin board space. The limit is 5 pages per club per semester.
- The office of Student Affairs reserves the right to rescind, or remove information or entire organizations from the bulletin board as a result of inappropriate postings, materials in violation of school polices, or lack of responsible use of board space.