



LEWIS & CLARK COLLEGE

# CLUB SPORTS HANDBOOK

2023-2024

# IMPORTANT CONTACT INFORMATION

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# TABLE OF CONTENTS

1. Introduction
2. Letter from Student Engagement
3. Recognized Club Sports
4. Benefits of Joining Club Sports
5. How to Start a Club Sport?
6. Club Sports Policies
7. Applying for Funding
8. Reimbursable Expense Policy
9. Applying for Committee Fund Grants
10. Travel Arrangements
11. Use of Personal Vehicles
12. Travel Policy
13. Milage Reimbursement
14. Fundraising Guide
15. Donations/Sponsorships
16. Facility Reservations and Scheduling
17. Risk Management and Emergency  
Action Plan
18. Medical and Safety Guidelines
19. COVID-19 Policies and Guidelines
20. Marketing and Publicity
21. Posting Procedure

# INTRODUCTION

This handbook was prepared to assist Club Sports Officials in the conduct of their sport clubs. Club Sports is an athletic program at Lewis & Clark College, supporting many non-NCAA affiliated Club Sports. Clubs are initiated and run by students, with support from staff in Student Engagement, volunteer faculty/staff advisors, and coaches from the community. Club Sports is a program sponsored by the Office of Student Engagement, which serves as a resource for club leaders in:

- Purchasing
- Travel arrangements
- Event scheduling
- Club development
- Special event planning
- Facilitating required paperwork and clearances

This handbook will help you answer questions regarding general information, specific policies and procedures that will allow the success of your club. It also aims to communicate to you what is expected of you and your club membership and what your Club Sport can expect from the Office of Student Engagement. In the case that you do not find an answer to your question, please communicate with the

Director of Student Engagement, Tamara Ko at [tko@lclark.edu](mailto:tko@lclark.edu) or [studentengagement@lclark.edu](mailto:studentengagement@lclark.edu) or with the Club Sports Coordinator Ian Ishibashi '25 [clubsports@lclark.edu](mailto:clubsports@lclark.edu).







# RECOGNIZED CLUB SPORTS

A list of recognized clubs with contact information as well as all information concerning the Club Sports Program can be obtained in the Student Engagement Office, 225 of the second floor of Stephanie Fowler Student Center (Previously Templeton Campus Center) on the Undergraduate Campus, call 503-768-7122 or visit the [Club Sports page](#).

- Artemis Ultimate Frisbee
- Bacchus Ultimate Frisbee
- Cycling Club
- Sailing
- Men's Club Soccer
- Womxn's Club Rugby
- Men's Club Rugby

# BENEFITS OF JOINING A CLUB SPORT

Club Sports program provides sports and experiential leadership opportunities for Lewis & Clark students. Through this program, some clubs are associated with local leagues, regional and national governing bodies.

Clubs are initiated and run by students, with support from staff in Student Engagement, volunteer faculty/staff advisors, and coaches from the community. Through involvement, club athletes have the opportunity to:

- Develop a lifelong passion for an active lifestyle
- Develop friendship and community
- Develop professional skills

# HOW TO START A CLUB SPORT?

Membership to Club Sports is available to all regularly enrolled, student body fee-paying students in the College of Arts and Sciences. Club Sports program is sponsored by Student Engagement Office and requires the Club Sport to be a recognized organization through the Student Engagement office.

If you would like to join an existing Club Sport the first step is to contact the club leaders directly for more information about membership and practice time. The best way is to visit Student Engagement's Student Organizations website where you can find contact information for all recognized Club Sports. The Student Engagement staff can also assist you with getting in contact with the club officials.

If there are no Club Sports that meet your interests and want to start your own follow these steps:

## Identify Student Contacts

### President- Team Captain -Student leader contact #1

The Team Captain is the primary contact and coordinator of all club sports club activities. The Team Captain's duties are:

- Serve as the liaison between the club and the Student Engagement Office.
- Respond to communications from Student Engagement and the ASB Student Organizations Committee within 48 hrs.
- Attend mandatory student organization/ orientation/ training meetings
- Notify Student Engagement when changes are made to the organization primary leaders, treasurer, advisor and/or coach.
- Meet with the ASB Student Organizations Coordinator and/or ASB Treasurer when requested to discuss funding allocations.

### Safety Officer- Student leader contact #2

The Safety Officer is the secondary contact of all club sports activities. The Safety Office duties are:

- Check the safety of facilities and equipment before allowing members to participate
- Calling emergency service and activating Emergency Action -
- Plan when necessary and maintaining club's first aid kit.

### Treasurer- Finance Contact- Student leader contact #3

The Treasurer is responsible for:

- Tacking expenditures, signing-off on check/reimbursement requests, etc.to promoting financial accountability and transparency.

## Find an Advisor

- Who is an employee of Lewis & Clark College
- No one planning a sabbatical or leave for the current year.
- Familiar with Lewis & Clark's culture, policies, and resources.
- Interested in and willing to support your Club Sport's mission, members, leaders, meetings, and activities.
- Don't forget to ask your perspective advisor before you list them on your form and have them complete the [Advisor Volunteer Service Agreement](#) and submit it to Student Engagement.

## Find a coach/ instructor

Student Engagement does not recruit, fund, or hire coaches. Therefore, coaching and instruction services vary from club to club. Most coaches either volunteer their time or receive a stipend from the club for their work. All volunteer coaches/instructors must be vaccinated for COVID-19 and provide documentation of vaccination to Office of Student Engagement in a timely manner..

## Review

Complete and submit the New Student Organization Registration Packet form on the Student Engagement webpage and your club sports constitution. Please make sure to only submit the required pages to Student Engagement and retain the other pages for your organization's records.

## Upon Request

Complete and submit the supplemental [Risk Management Questionnaire](#).



# CLUB SPORTS POLICIES

Club sports are subject to Student Organizations policies. Please see Lewis & Clark Student Rights & Responsibilities page for the most up to date College Policies. The following is drawn from the [Student Code of Conduct: IX. STUDENT ORGANIZATIONS:](#)

1. Student organizations may be charged with violations of this Code or College Policy.
2. The officers, leaders, and members of a student organization, as well as the organization as a whole, may be subject to discipline under the Code when its members, officers, or leaders commit violations with sponsorship from the organization.
3. The officers, leaders, or any identifiable spokespersons for a student organization may be directed by the Dean of Students or designee to take action to prevent or end violations by members, officers, or leaders acting with sponsorship from the organization.
4. Outcomes for organizations may include loss of all privileges, including College recognition, for a specified period of time, revocation of funding, dissolution, as well as other appropriate outcomes.
5. Individuals involved in violations with sponsorship from an organization may also be assigned personal outcomes, regardless of those assigned to the organization.





# APPLYING FOR FUNDS

Club Sports must submit the Committee Allocations Application to the Student Organizations Committee in order to receive funding for the upcoming new year. The Allocations process begins in the spring semester of each academic year.

Club Sports that did not submit a budget for the current school year during the previous school year's allocation process need to fill out the New Club Grant Application. Why? This would usually be because the Club Sports in question are new this year, though it could also be due to a change in leadership or any number of other factors. New Club Grant Applications provides a relatively quick, but small allocation of funds for the remainder of the current school year.

## Club Sports Access to Funds

Copy Center/Resource Lab:

To place an order with the copy center, email [copyit@lclark.edu](mailto:copyit@lclark.edu) with the number of copies, the account number to charge it to (XXXX) and the email/document you wish to be printed. It is the same process to place an order with the Resource Lab but they have a \$25 minimum.

## Organization's Credit Card

To access your club credit card with a club related expense make an appointment with Tamara Ko, Director of Student Engagement at [tko@lclark.edu](mailto:tko@lclark.edu) with your organization's name, account number and desired purpose or through the [Purchase Card Checkout Form](#).

# REIMBURSABLE EXPENSE POLICY

## What are reimbursable expenses?

1. Expenses incurred on behalf of the College to facilitate a recognized Student Organization or activity.
2. Any reusable, supplies, equipment, or other assets purchased on behalf of the recognized student organization are considered property of the College and the recognized student organization. Any personal use or misappropriation of will be addressed in accordance with College policies.

## Submission Process

Submit the [Reimbursement Form](#) to the Office of Student Engagement. \*Note: A request reimbursement must be submitted to accounts payable (via the ASB Treasurer) within sixty (60) days of the date of the expense incurred.

- Approved forms over \$50.00 submitted to accounts payable (via the ASB Treasurer) by noon on Friday will be paid by noon on the next Friday. Payments are made by check or electronically by direct deposit.
- Approved forms under \$50.00 along with supporting documents must be submitted to the ASB Treasurer for approval.

## Supporting Documentation

All reimbursable expenses over \$10.00 must be accompanied by an original, itemized receipt detailing what was purchased. If the receipt does not show that the entire amount was paid in full, proof of payment must also be attached (such as credit card slip or statement). Please note that proof of payment is not sufficient. In addition to a receipt, a complete description on why the expenditure was incurred on behalf of the College is required. A complete description is expected to include the following as relevant:

- Purchase type and full description
- Date and purpose of related event/meeting
- Number of attendees and name of attendees (via a sign in sheet)

# APPLYING FOR FINANCE COMMITTEE GRANTS

To apply for funds to [Finance Committee Grants](#), follow these steps:

Fill out the application which can be requested by emailing [treasurer@lclark.edu](mailto:treasurer@lclark.edu):

-Meet with the ASB Treasurer: After your application is received, you will meet with the ASB Treasurer for 5-10 min to talk about your application and receive recommendations for your presentation.

-Deliver Presentation to the Finance Committee: You will give a 5 min presentation about your grant and the committee will ask you questions.



## TRAVEL ARRANGEMENTS

If your organization needs help planning travel to a conference, Student Engagement can put you in contact with a travel agency to help you coordinate your entire travel itinerary. Contact the Director of Student Engagement Tamara Ko at [tko@lclark.edu](mailto:tko@lclark.edu) to know more about this process. Please note that travel agencies charge a fee per traveler.

## USE OF PERSONAL VEHICLES

All drivers who are traveling in personal, College, or rented vehicles must have a current Driver's Training and Clearances through the Risk Manager. Use of personal vehicles is not recommended when transporting College students or employees, because it exposes the owner to serious financial loss in the event of an accident.

If a personal vehicle is used for College business the driver's personal automobile insurance is primary in the event of an accident (i.e. claims filed are first the responsibility of the driver's policy). In the event of an accident involving passengers who are students or employees, a copy of the accident report (or other notification) should be submitted to the Risk Manager and Director of Student Engagement immediately upon return to the College from the Office of Student Engagement via email at [studentengagement@lclark.edu](mailto:studentengagement@lclark.edu).



# TRAVEL POLICY

For any Club Sport intending to travel, the [Club Sports Travel Request + Itinerary](#) must be completed and approved by Club Sports **2 weeks prior to your expected trip**. Any requests made less than 2 weeks are not guaranteed to be approved. The form can be found on the Club Sports webpage. To aid in the process of travel approval, we ask all Club Sports to submit their expected game schedule prior to the start of their season.

## Transportation Rules:

- No driving between Midnight and 5am.
- The consumption of alcohol, drug, or other intoxicating substance is prohibited while traveling and within one full day (24 hours) of travel.
- Seat belts must be worn by all vehicle occupants at all times.
- Carrying alcohol, drugs, or other intoxicating substances in opened or unopened containers is prohibited.
- Drivers are not allowed to carry any unauthorized passengers. This includes, but is not limited to, hitchhikers, friends, family members, pets, etc).
- The vehicle driver may not use their cell phone unless the vehicle is pulled over to a safe location and placed in park.

If a personal vehicle is driven, a Vehicle Owner/Driver Acceptance of Responsibility Form must be on file with Student Engagement and all information is current. All drivers must be cleared drivers by Facilities Services before driving. Once Driver Clearance Forms are completed, please bring them to Student Engagement for approval, and submission to Facilities Services. Please note that drivers who are not cleared are not eligible for any reimbursements for mileage or gasoline.



# MILEAGE REIMBURSEMENT

Mileage incurred in personal vehicles on College business may be reimbursed at the rate set by the Office of Business and Finance. The Office of Business and Finance rate (54 cents per mile) is based upon the IRS published mileage rate (53.5 cents per mile). Mileage is to be based on the most direct route. The College does not reimburse for commuting between home and campus. If traveling in personal vehicles is required, College representatives are expected to carpool when traveling to offsite events to reduce incurred expenses.

Mileage reimbursement descriptions should include:

1. Location of origination
2. Destination
3. Calculated mileage distance
4. Date and purpose of related event/meeting

To file a Mileage Reimbursement, fill out the [Reimbursement Form](#) available on the Student Engagement webpage.

# FUNDRAISING GUIDE

Student Organization Fundraising Request:

If your Club Sports wants to organize a fundraising, your club sports must fill out the [Student Organization Fundraising Request](#). All proposals, budgets and evaluations of fundraising activities must be submitted and approved by the Director of Student Engagement Tamara Ko.

What are fundraisers?

Fundraisers include on and off campus events where admission is charged, the sale of goods or services, or direct solicitation for worthy causes. This form and all required notifications must be submitted to Student Engagement at least two weeks prior to your fundraising event.

Please note that the Stephanie Fowler Student Center is the central hub on campus for connecting students, faculty, and staff as well as various departments and offices. Because Stephanie Fowler Student Center is an ideal location to hold your fundraiser, please remember that others use these shared spaces and it is important that you are respectful of and do not disrupt others.

## What are fundraisers?

Recognized Club Sports selling products need to adhere to the following guidelines:

1. If items directly compete with other campus services, the approval of the Director of Student Engagement is required.
2. Items must be reasonably priced and represent a fair deal for purchase – Items must be quality products in good taste.
3. Items must not be messy, loud, offensive, or disturbing.

Locations for fundraisers may be in the Stephanie Fowler Student Center and the south patio/lobby of JR Howard Hall. Any advertising associated with fundraising, including signage at or during the fundraiser, must be in accordance with the Posting Procedures for Stephanie Fowler Student Center. Please contact Conferences and Events at [events@lclark.edu](mailto:events@lclark.edu) to reserve a space for your fundraiser and request the tables, chairs, garbage cans, and recycling bins you need for your fundraiser.

## SPONSORSHIP/DONATIONS GUIDELINES

Donations can be made to a specific recognized club and may be tax-deductible. Checks must be made out to: Lewis and Clark College. All donations go through the Director of Student Engagement. For further information, contact the office of Institutional Advancement at [update@lclark.edu](mailto:update@lclark.edu) or via telephone 503-768-7925.



# FACILITY RESERVATIONS & SCHEDULING

## Club Sports Scheduling Timeline and Process

Scheduling is done by the second week of classes via email and one in-person meeting. The Club Sports Coordinator will reach out to you to schedule a meeting with the Club Sports Captains.

### Hours Allocation/ Scheduling

1. The Department of Physical Education and Athletics will relay Griswold Stadium field availability to the Office of Student Engagement and the Club Sports Coordinator.
2. The Director of Student Engagement and the Club Sports Coordinator meet with the Club Sports Team Captains to work through practice and game time requests.
3. Once Student Engagement has all of the requested times, they are relayed back to Physical Education and Athletics by sport.
4. Within five (5) business days of receiving the requests from Student Engagement, Physical Education and Athletics will respond with any issues or confirmation of the requests.
  - a. Five (5) business days will allow time to address any questions/conflicts, enter the requests into the scheduling database (EMS), update field logistics (e.g. scheduling field lights), updating field access through Campus Safety and Pamplin Sports Center staff, and posting venue schedules.
5. Once schedules have been confirmed, no changes/adjustments can be made without requesting them through Student Engagement and receiving approval from Physical Education and Athletics.
6. Any questions relative to scheduling for any Club Sports are to be directed to the Office of Student Engagement and not the Department of Physical Education and Athletics.

7. In the event of inclement weather or a College closure the athletic facilities (i.e. Griswold Stadium field) will not be accessible. Access to the field will only be made available by the Department of Physical Education and Athletics after they deem it appropriate. After a weather incident, Club Sports will be notified by either the Department of Physical Education and Athletics or the Office of Student Engagement that facilities are open and available.
8. Club Sports that violate any rule with regards to athletic facility use will be referred to the Office of Student Rights and Responsibilities and will have the potential of losing all privileges associated with the use of all athletic facilities for a period of time determined through adjudication.

## Before accessing the field...

Students must complete and sign the Liability Form.

### General Priority Use of Athletic Facilities

1. Riverdale High School per the College's Conditional Use Master Plan Agreement with the City of Portland (2008)
2. Lewis & Clark Varsity Athletics Practices and Competition
3. Lewis & Clark Recreation (including Club Sports and Intramurals)
4. Other College EventsNon-College Groups and Events (\*)

(\*) College and Non-College groups can use facilities through established reservation procedures. Additionally, it is understood that the Department of Physical Education and Athletics is expected to produce revenue through rental of its facilities which may require an exception to the priority guidelines. Any exceptions to the priority guidelines must be approved by the Director of Physical Education and Athletics.

All Athletics facilities, indoor and outdoor, are categorized as multi-use to maximize program usage to all groups. Additionally, institutional events (e.g., NSO, graduation, guest speakers) are not accounted for in priority guide and may alter the priority order.





# RISK MANAGEMENT & EMERGENCY ACTION PLAN

For the safety of both your Club Sport and your organization's members, your organization must complete the Risk Management Questionnaire. If you need any assistance completing this form, please do not hesitate to contact Student Engagement at [studentengagement@lclark.edu](mailto:studentengagement@lclark.edu).

## Who needs to fill out the Risk Management Questionnaire?

1. Club Sports with a high probability of exposure to risk are requested to report to Student Engagement what training they have organized for themselves and how they manage exposure to risk as a Club Sport. These training sessions are to be facilitated by external coaches, faculty/staff advisors, or on peer basis. Some organizations only conduct off-campus activities with third parties who are bonded, insured, and licensed (these organizations must provide Student Engagement with the contact information for these third parties).
2. Club Sports with the high probability of exposure to risk are required to have all members complete and sign the Liability Waiver Form. The form can be found on the Student Engagement webpage under "Student Organization Resources".
  - Please have all of your members complete and sign this form.
  - Forms only need to be completed and signed for participation in an Club Sport, not for each activity.
  - If your club members are members of multiple organizations, they must complete a form for each organization.
  - Once all forms have been submitted, a certificate of their collection will need to be turned from the Club Sport's Captain. This form will be emailed to Captains once all other member's forms are recieved.

# MEDICAL AND SAFETY GUIDELINES

## Services Available On-campus

Due to liability and insurance limitations, club sports participants cannot utilize the sports medicine staff or facilities. The staff however, may use their discretion to render assistance, offer suggestions, or assist in other ways.

## Health Center

The Student Health Service is open to all students and is located in Stephanie Fowler Student Center. The entrance is on the north side of the building, lower level, beneath the Trailroom. Team members need to call 911 and the Director of Student Engagement (503-367-6401) immediately. After hours, or if no answer, please call Campus Safety x7777. Student can access a free after-hours nurse consultation service by calling 1-800-607-5501.

## Services Available Off-Campus

OHSU- Gabriel Park Family Medicine/General Practitioners (Sports Medicine GP Available)  
4411 SW Vermont Street Portland, OR 97219  
503-494-9992

The Portland Clinic- Tigard Orthopedic Surgeon/Sports Medicine GP/Urgent Care Services  
Dr. Robert Sandmeier (Orthopedic Surgeon)  
Jonathan Crist (Sports Medicine GP)  
9250 SW Hall Blvd  
Portland, OR 97223  
503-293-0161

Northlake Physical Therapy Physical Therapy Services  
101 S State St. #200g  
Lake Oswego, OR 97034  
503-636-3028

**Disclaimer:** The following list is only provided as a suggestion if long-term treatment is necessary. However, students should utilize the Student Health Service first.

# **COVID-19 POLICIES AND GUIDELINES**

## **Hand Washing and Health Etiquette**

All members of the LC Community are expected to perform appropriate hand hygiene upon their arrival to campus and regularly throughout the day: washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol. Show respect for your colleagues: cover coughs and sneezes with an elbow, or a tissue, especially when not wearing a mask. Tissues should be disposed of and hands washed or sanitized immediately.

All sports equipment should be sanitized properly before and after use. It is the responsibility of all players and coaches to clean equipment, with proper disinfectant. All players are required to wash hands or sanitize their hands before interacting with any equipment.

## **Self Screening**

All members of the LC Community are responsible for a daily self-check for COVID-19 symptoms before coming to a campus. Individuals are to stay at their residence if they have COVID-19 symptoms. COVID-19 symptoms are as follows:

- Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing
- Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19, but are non-specific.
- Emergency signs and symptoms that require immediate medical attention:
  - o Trouble breathing
  - o Persistent pain or pressure in the chest
  - o New confusion or inability to awaken
  - o Bluish lips or face
  - o Other severe symptoms

Those who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay at their place of residence. If you experience any of the above symptoms, report your symptoms to the Health Portal. Immediately self-isolate in your residence and consult with your healthcare provider. This consultation can be provided by the Health Service. Anytime the Health Service is closed, students can access the Nurse Consultation Service at 1-844-915-2069. Students with symptoms will need to follow the **COVID-19 Monitoring, Isolation and Quarantine Plan for Lewis & Clark Students, Academic Year 2020-21.**

# Face Coverings

**Mask-wearing is generally optional on the Lewis & Clark campus.** However, **masks remain required** for anybody who has been exposed as a close contact of a person with COVID within the last ten days and for anybody who has tested positive for COVID in the last ten days.

## Positive Case Notification Protocol

In the event of a confirmed case of COVID-19 in our community, Wellness Services staff will be working to identify “close contacts,” who are generally only those who have been within six feet of the infected person for 15 minutes or more. Wellness staff will work with County Health Department personnel to notify anyone who is deemed at risk because of exposure as a “close contact,” whether the site of that contact was in a residence hall, a classroom, office, or elsewhere. Unless you were in close contact with the person who tested positive, you will not be notified. Lewis & Clark follows Oregon laws and federal privacy laws, including the [Family Education Rights and Privacy Act \(FERPA\)](#).

Players and coaches should be considered close contacts of each other.





# MARKETING AND PUBLICITY

## Approval Process for Using L&C Trademark

Visit the Public Affairs and Communications website [here](#) to know more about the Lewis and Clark College's primary visual components on the use of logos, signatures, seals, typography and color.

## S.E.E. Fair

Kick off the academic year with some Pioneer Pride at Annual SEE Fair. At SEE Fair you can:

- Meet some Newfoundlands – L&C's mascot!
- Reconnect with and meet members of the Lewis & Clark community!
- Meet student leaders from the Campus Activities Board (CAB), the Associated Students of Lewis & Clark (ASB), the International Students of Lewis & Clark (ISLC), and L&C's 100+ recognized student organizations as well as many L&C departments and learn about what they have planned for the year and how you can get involved!
- Connect with a variety of Lewis & Clark's community partners and learn how you can actively engage with the Portland community!



# Posting Procedure

## Requirements for print publicity materials:

- Name of Lewis & Clark sponsor which can be a department, office, or recognized student organization. All others (i.e. area businesses, classified ads, etc.) who are interested in posting in the Stephanie Fowler Student Center must have an L&C sponsor. Contact Student Engagement at [studentengagement@lclark.edu](mailto:studentengagement@lclark.edu) to inquire about sponsorship.
- The date of the event being promoted or the date the posting will expire.
- The contact information for the posting's sponsor.
- Postings will be tabloid size (11" x 17") or smaller. Exceptions to the posting size requirement may be given at the discretion of the Student Engagement staff. Postings will have a white or light color area clear of any text or graphics of no less than 1-1/8" x 2" on the front of the print publicity material for the approval stamp.

## Approved Posting Locations:

Print publicity materials are only permitted on designated bulletin board surfaces. Postings on any other surface will be removed by the Student Engagement staff without notice.

## Prohibited Posting Locations:

Print publicity materials are prohibited on the following surfaces: doors, walls, glass doors and windows (postings cannot block line of sight under any circumstances as per Portland fire code), finished or unfinished wood surfaces, building exteriors, floors, banisters, fixtures, railings, stairs, traffic and directional signs, light poles, or in restrooms.

Sponsors that fail to post their print publicity materials on designated bulletin board surfaces may lose posting privileges. Posting removal: All print publicity materials will be removed by the sponsor no more than two (2) days after the event has passed, or the posting has expired. Sponsors that fail to remove their own posts may lose posting privileges.