**CSHS Club / Organization Flyer Etiquette**

**Every organization needs to adhere**

**to the following guidelines in order to**

**help keep our school tidy.**

* All flyers must be **pre-approved** by Ms. Ayala. She will initial the corner of the flyers.
* No more than **10** flyers per event may be posted.
* Clear tape or washi tape may be used to hang signs. NO DUCT TAPE. It leaves residue.
* Flyers may be posted in the **following locations**:
  + Bathroom entrance doors
  + Above water fountains
  + Flyers may only be posted on windows are large and are pre-approved by Mrs. Parkerson in addition to Ms. Ayala.

* + Therefore, flyers may not be posted randomly throughout the building, on glass surfaces, on entry and exit doors to the campus, etc.
* Flyers must be taken down by the members of the organization immediately after the event.