

Notice Board Guidelines

Sharing information of interest with the St. Bonaventure University community

The St. Bonaventure University Notice Board is administered by the Office of Marketing and Communications weekdays (except holidays) to faculty, staff and students.

Submitting announcements to the Notice Board:

Send an email to Notice-Board@sbu.edu that includes the title for the Notice Board announcement, the content of the message, and contact information. **Announcements should be sent prior to 9:30 a.m. in order to appear in that day's Notice Board.** If the announcement should appear on the Notice Board on a particular date, include that information as well as the duration of the announcement (i.e. please post Sept. 6-10); otherwise it will be posted on the next Notice Board and two days thereafter in the repeat announcement section. We have found that timing your request is important and recommend posting an announcement for no longer than a few days. In order for information to better serve our readers, please use spell check and double check dates and times for accuracy.

Emergency or Special Announcements:

We will continue to email the SBU community any announcement that needs immediate attention (see below).

Notice Board Guidelines:

- Messages received after 9:30 a.m. will be posted on the next day's Notice Board. Any Emergency or Special Announcement must be approved by a member of the President's Cabinet or through the Office of Marketing and Communications (Dr. Emily Sinsabaugh, Tom Missel or Beth Eberth)
- Submissions may be made only by faculty, staff or administration and must be for and/or about the SBU community.
- **Students are not permitted to post notices.** Notices need to be sent on the student's behalf by either an adviser, faculty member or someone from administration. All notices must include the name of the person or department making the submission.
- Notices may announce issue-oriented lectures, demonstrations or events, but may not advocate a particular position.

- No items for sale or for fundraising (**unless sponsored by a University organization**) can be posted.
- To ensure consistency of style, the communications staff reserves the right to edit or return the announcement for correction and re-submission.
- Time does not permit us to develop Notice Board messages from fliers, PDF, Word files, etc.
- Submit the information as raw text in the body of an e-mail. Please prepare announcements as plain text, in paragraph form. We are not able to use tables, columns, graphics, etc.
- **Do not** use bold, underline, italics or a different color font.
- **Do not** capitalize complete words and whole sentences in the announcement.
- Please compose announcements of approximately 100 words or less. Long paragraphs should be divided into no more than 3 sentences.
- Attachments cannot be used in Notice Board announcements. The attachment can be a link if housed on the Web.
- We can post birth notices for births in the families of current employees upon request.
- Death notices for immediate family members (spouses, children, parents or siblings) of current employees will be posted upon request.

To learn more about news at SBU go to:
http://www.sbu.edu/about_sbu.aspx?id=5876

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