

## **Policy Regarding Bulletin Boards at UUCWI**

**March 10, 2016**

Postings shall be limited to bulletin boards and shall not be put on walls, windows or doors.

Large Inside Board (next to office)

For use by Administrator and/or Minister.

Smaller Inside Board

For use by Committees and may be coordinated within Solutions Team.

Outside Board

For posting dated events at UUCWI or of interest to members. Items should be no larger than 8 ½ x 11 inches and should be placed in the Administrator's box (just outside the office door) along with a signed note. S(he) will remove outdated postings and add new ones in relation to date of the event or as space permits.