

Volunteer Opportunities and Nonprofit Job Bulletin Board Policies

- I. Posters/fliers must be approved by the SLCE Office and the SLCE Office will be responsible for posting and removing posters/fliers from this board.
- II. Only posters/ fliers pertaining to volunteer opportunities and job advertisements will be accepted.
- III. Each posting must contain the logo or name of the 501c3 nonprofit or government agency sponsoring the opportunity.
- IV. Maximum 4 weeks per posting, up to 2 posters/ fliers per organization at one time
- V. Posters/fliers can be a maximum size of 11x17 inches with space where a date stamp can be seen prominently on the poster.
- VI. Each poster/flier must contain contact information or a link to find more information.
- VII. All posts must be approved by the SLCE office, availability is subject to space (by determination of the SLCE Office or their designee).
- VIII. SLCE cannot print posters/fliers, but we can preview digital copies emailed to slce@uwyo.edu before printing. Emailing posters for preview/edits is recommended, but not required.
- IX. Postings are updated every Friday, postings must be received by 5pm on Thursday to be included.
- X. Posters/ fliers determined by the SLCE Office to violate the University of Wyoming's non-discrimination policies will not be posted on this board.
- XI. Accepting a poster/ flier for this board does not necessarily constitute the SLCE Office's approval, sponsorship, or endorsement for that opportunity or organization.
- XII. SLCE is not responsible for lost or damaged posters/ fliers.
- XIII. University of Wyoming departments seeking volunteer research subjects will be given secondary priority to community-based organizations.

See the Service, Leadership, and Community Engagement (SLCE) Office in Union 033 with any questions, or email slce@uwyo.edu.