PROCEDURE:
3.3.3p2. Electronic Message Board Usage

Revised: March 17, 2010; March 16, 2011; March 19, 2014; March 18, 2015; March 20, 2019; March 18, 2020; March 17, 2021; March 15, 2023
Last Reviewed: April 27, 2009; March 17, 2010; March 16, 2011; March 21, 2012; March 20, 2013; March 19, 2014; March 18, 2015; March 16, 2016; March 15, 2017; March 21, 2018; March 20, 2019; March 18, 2020; March 17, 2021; March 16, 2022; March 15, 2023
Adopted: June 18, 2008

I. PURPOSE
Messages displayed on the Ogeechee Technical College electronic message board must be current and of an appropriate nature to promote the College and affiliated programs and/or activities.

II. RELATED AUTHORITY
State Board Policy 3.3.3. Use of Campus Facilities

III. APPLICABILITY
This procedure applies to anyone utilizing the Ogeechee Technical College electronic message board.

IV. DEFINITIONS
None.

V. ATTACHMENTS
None.

VI. PROCEDURE
Because of the high demand for usage of the electronic message board for Ogeechee Technical College related functions and/or purposes, the board will not be utilized for general community events, unless they are related or beneficial to the College.

Those having a need to display a message on the electronic message board should submit a Helpdesk ticket to the Executive Director for PR & Marketing as early as feasible, preferably 4 business days prior to the needed date of display.

Messages/information should be concise due to the limited space available on the sign. Those requesting that a message be displayed should be aware that editing of messages may be necessary and implied consent for editing is extended with any request for sign usage.

VII. RECORD RETENTION
N/A