



BULLETIN BOARD CRITERIA

- All materials must be submitted to Lifestyle Director for approval & initialing. Only RHA residents may post an item. In the event the Lifestyles Director is not available, the Communications Chair or Clubhouse Liaison from the Board of Trustees will approve postings.
- Lifestyle Director will monitor all boards for items that do not meet the criteria.
- All flyers must not exceed 8 ½" x 11".
- All flyers will be posted 2 weeks before a registration; 3 weeks before an event occurs and will be removed immediately after the event or 30 days. Due to advance contractual agreements, the Entertainment Committee is allowed to post entertainment flyers for a longer period of time at the discretion of the Entertainment Chairman.
- If an event is sold out, a 'Sold Out' sign must be posted on the flyer with the option of adding a list for waiting.
- All Club items must be posted on the respective Club board only. All committee or activity events must be posted on the appropriate board in the allotted space.
- Any items of a religious, political or controversial nature are not to be posted. Any items deemed inappropriate by the Lifestyle Director, Communications Chair or Clubhouse Liaison Trustee will be removed.
- Residents are not to post individual business cards, advertisements or solicitations relating to a resident's business.
- Trips related to any resident's travel agency affiliations are not to be posted. If the trip is approved by the Travel Club, the trip itinerary may be posted, but not the travel agency to which the resident is affiliated. Any such notices will be removed.
- The Lifestyle Director, Communications Chair or Clubhouse Liaison, is responsible for the final approval or removal of any item.