

**Desk FYIs
Policy 2009-2010**

1. Registered Student Organizations wishing to reserve a date for an FYI should contact the following email address: DeskFYI@housing.wisc.edu.
2. Reservations will be on a first come, first served basis.
3. The RSO must submit a copy of the FYI via e-mail to Desk Services before a date can be reserved.
4. FYI's are limited to 5 per week, no holidays or breaks, and will all be displayed beginning on Monday of the week
5. Once a date is reserved, the RSO must deliver the appropriate number of FYI's to each desk the Friday prior to the reserved date.
6. FYI's will be displayed in a wall rack for 1 week (Monday – Sunday) and also be available in a condensed list near each Hall Desk.
7. The FYI must include the RSO name and contact information.
8. The size of your FYI must be *4 inches wide by 8 ½ inches high* or smaller.
9. FYI's submitted by a RSO or university department will not be censored for content. There is a grievance process in place for any student(s) offended by the content of an FYI.
10. There is a limit for RSOs to one FYI for every thirty days. One RSO may not reserve an FYI on behalf of another RSO.
11. No commercial solicitation or promotion is permitted.
12. Advertisements which openly endorse a particular commercial interest or product are prohibited.

If you have additional questions, email: DeskFYI@housing.wisc.edu or call 265-6616.

Hall Name	Hall Desk	Hall Address	Number of FYIs
Smith Hall	Smith Hall Desk	35 N. Park Street Madison, WI 53715-1218	50
Ogg Hall. Susan Davis and Merit	Ogg Hall Desk	835 W. Dayton Street Madison, WI 53706-1799	50
Sellery Hall	Sellery Hall Desk	821 W. Johnson Street Madison, WI 53706-1798	50
Witte Hall	Witte Hall Desk	615 W. Johnson Street Madison, WI 53706-1792	50
Chadbourne Residential College	CRC Hall Desk	420 N. Park Street Madison, WI 53706-1489	50
Elizabeth Waters	Elizabeth Waters Desk	1200 Observatory Drive Madison, WI 53706-1292	50
Tripp Adams Slichter, Friedrich	Tripp Desk	1510 Tripp Circle Madison, WI 53706-1294	50
Kronshage, Cole, Sullivan, Bradley	Holt Desk	1650 Kronshage Drive Madison, WI 53706-1277	50
Frederick Hall	Holt Desk	1950 Willow Drive Madison, WI	50