

University Center Program – Monthly Coloring Sheet Submission Policy

Policy of the University Center Program, Texas A&M University–Corpus Christi

This policy establishes the guidelines for submitting ideas for the monthly coloring sheets produced by the University Center Program (UCP). The University Center (UC) is the central campus venue for student events and activities.

College campuses nationwide have adopted coloring activities to reduce stress and support student well-being, experts note that coloring “encourages engagement with the present moment” and helps students shift focus away from worries (add work citation). The coloring sheet program aims to engage students, promote campus groups, and contribute to a vibrant campus culture.

Eligibility

Only members of the Texas A&M – Corpus Christi community may submit coloring sheet ideas. Eligible submitters include:

- **Currently enrolled Students within a recognized TAMUCC Student Organization hosting an Event in the UC.**
- **Currently enrolled Students within a recognized TAMUCC Departmental Student Organization hosting an Event in the UC.**
- **Current Departmental Staff or Faculty requesting a campus wide, open to the public, free event in the UC.** (ie: Islander Lights, Homecoming, The Big Event)

Submissions must be made by, or sponsored by, an official TAMUCC entity (department or student organization) similar to our banner and flyer policy within the UC. This follows UC marketing policy, which requires that any promotional material list the sponsoring TAMUCC department or student group. In practice, only TAMUCC eligible submitters may propose coloring designs; this ensures the program remains campus-focused and complies with University Center guidelines.

Limit on Monthly Features:

University Center Programs will allow only one coloring sheet per month to feature a University Department, academic unit, or Student Organization. Submissions will be considered in the order they are received, and if multiple are submitted for the same month, eligible ideas may be deferred to a future month based on availability. Each submission will include one coloring sheet request and one coloring sheet per group per month is approved based on availability. Should a coloring sheet request be specific to a particular month, there are no guarantees of availability.

Submission Deadline

- **Submission Method:** All ideas must be entered via the official University Center Programs coloring sheet submission form. To be created upon approval of this policy.
- **Deadline:** Ideas must be submitted **at least 10 business days before the end of each month**. This advance notice allows time for review, approval, and production.
- **Late Submissions:** Ideas received after the deadline will be held for consideration in the following month's cycle. Late or incomplete submissions may not be accepted.

Content Requirements

Submitted ideas must feature campus-related events held in the UC. Acceptable content includes:

- **An Open Event hosted in the University Center** (for example, a career workshop, an interest meeting for a student organization, seminar, or celebration).
- **A Campus Wide Event** (for example, Islander Lights, The Big Event, or Paws on the Island)
- **A Holiday or Otherwise Recognized Date within a Calendar Year submitted by an Eligible Submitter** (for example, Christmas, Hanukkah, Easter, Columbus Day, Men's Health Month, Breast Cancer Awareness Month, Suicide Awareness Month, or Quanza, etc...)

All submissions should clearly identify the sponsoring entity (organization or department) and the context of the image. This mirrors UC signage rules, which mandate that any event banner includes the name of the sponsoring department or student group. In other words, the coloring sheet design should connect directly to a TAMU-CC campus event in the UC or group and comply with branding (for example, using official logos or names only with permission from TAMU-CC Marketing).

Content Restrictions

Submitted ideas must **not** include any of the following content:

- **Off-campus events and organizations.** Ideas must not promote community events or entities outside of TAMU-CC. University Center policy requires that all promotions "relate specifically to a TAMU-CC institutional activity." Thus, advertising external events or non-university programs is prohibited.
- **Non-TAMUCC affiliates.** No commercial advertising, endorsements, or support for private businesses or non-affiliated groups is allowed. Only TAMUCC-recognized groups may be featured.

Additionally, all content must comply with university regulations. For example, UC marketing rules forbid any promotion of activities that violate University policies or laws. If an idea

contains disallowed imagery or text (e.g. political campaigning, tobacco/alcohol advertising, etc.), will not be accepted regardless of affiliation.

Review and Approval

The coloring sheet ideas submitted will be reviewed by the University Center Programs student staff (including the UCP Coordinator, UC Marketing, and Scheduling office) to ensure they meet all guidelines. The University Center Scheduling Office, which oversees reservations and signage approvals for the UC, will enforce compliance with this policy. In practice:

- UCP student staff will check each submission for completeness, timeliness, and adherence to the content requirements and restrictions above.
- The UC Scheduling office has final approval authority. (By University Center procedure, all UC-sponsored promotions must be approved through UC Scheduling tamucc.edu.)
- If a submission meets the criteria, it will be approved for design and inclusion in next month's coloring sheet. If it violates any rule or is incomplete, the submitter will be notified to revise or may be declined.
- The University Center Programs Departmental Student Organization reserves the right to accept or decline any submission. Approved submissions become official UCP materials and are protected by TAMU-CC's guidelines on branding and content.

Through this process, the University Center Program ensures that monthly coloring sheets reflect the campus community's activities and values. By adhering to these rules, submissions help promote a cohesive, creative campus environment that benefits students, faculty, and staff alike.

References: This policy aligns with University Center event and marketing guidelines:

- 61.99.99.C0.05 Marketing and External Communications: [LINK](#)
- Guidelines for Temporary Signage: [LINK](#)
- Texas A&M University Corpus Christi Guidelines for Temporary Signage: [LINK](#)
- 61.99.99.C0.04 Social Media Guidelines: [LINK](#)