

# Guidelines for Distributing Flyers During the 2025 Welcome Events Period

## Implementation Dates and Times

April 3rd, 10:00 AM - 5:00 PM

April 4th, 10:00 AM - 5:00 PM

## Application Period

March 17th (Monday), 12:00 PM –

March 28th (Friday), 12:00 PM

Contact Information : info@r-circle.net (Email)

\*Please ensure the subject line is: "Regarding 2025 Welcome Events Period Recruitment Flyers."

\*These guidelines are separate from the circle booth planning.

Please apply via the following Google Form:

<https://forms.gle/3p5A8rU4fJ24DJzH9>



Issued By: Ritsumeikan University Student Union Welcome Events Executive  
Committee

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**All information is crucial for flyer  
distribution. Please read carefully and do not  
skip any sections.**

## ◆About Distributed Flyers◆

During the 2025 Welcome Events period, organizations that have applied in advance will be permitted to distribute flyers at the Welcome Festival (April 3rd and 4th).

We look forward to your participation.

**Note: This plan is separate from the flyer distribution in the circle booth plan implemented by the University-wide Events Department.**

**【Period】** April 3rd (Thursday), April 4th (Friday), 10:00 AM – 5:00 PM each day

**【Venue】** Ritsumeikan University campus (excluding prohibited distribution areas)

\*Implementation times and locations are subject to change.

### ★Eligible Organizations

- Organizations belonging to the Ritsumeikan University Student Union
- Faculty project organizations
- Other university-recognized organizations

\*Unrecognized organizations are not eligible to apply.

## ◆Prohibited Distribution Locations◆

The distribution of leaflets is prohibited in the following locations.

### Kinugasa Campus

1. Classrooms
2. Facilities
3. Near building entrances and stairways
4. University entrance and exit areas
5. Bus pool
6. Locations obstructing food truck setup and sales
7. Other locations deemed inappropriate for solicitation

### Osaka Ibaraki Campus

1. Classrooms
2. Facilities
3. Near building entrances and stairways
4. University entrance and exit areas
5. Disaster Prevention Park (Iwakura Park)
6. Inside and near the entrance of OIC Cafeteria
7. Other locations deemed inappropriate for solicitation

### Biwako-Kusatsu Campus

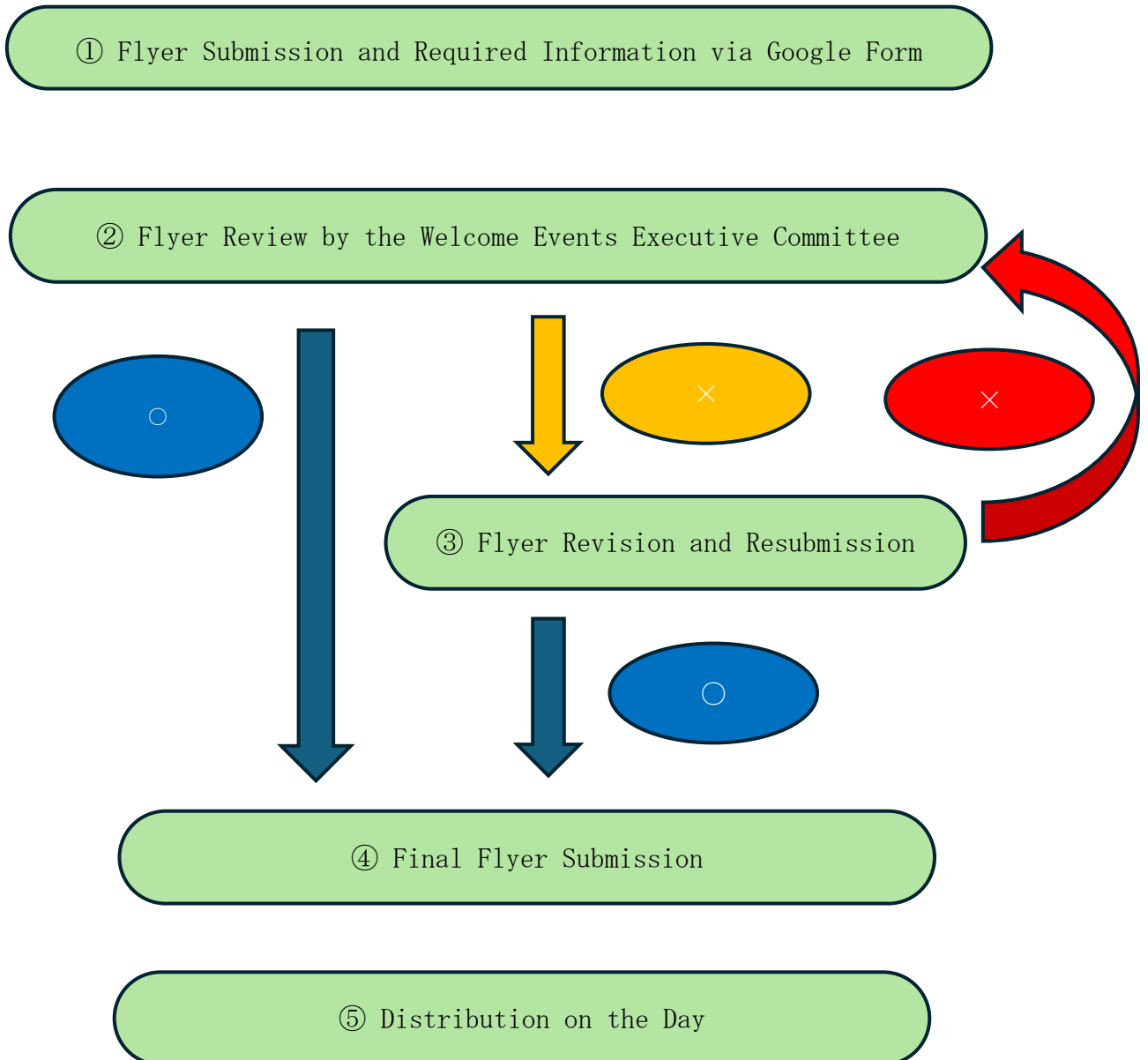
1. Classrooms
2. Facilities
3. Near building entrances and stairways
4. University entrance and exit areas
5. Near bus stops
6. Prism House pilotis
7. Locations obstructing lunch street store (food truck) setup and sales
8. Other locations deemed inappropriate for solicitation

★Flyer Acceptance and Checks★

Please note that flyer acceptance is only through **Google Form**.

Acceptance Period: March 17th (Monday) - March 28th (Friday)

©Acceptance and Flyer Check Process



## ① Flyer Submission and Required Information via Google Form

Acceptance will be from March 17th (Monday), 12:00 PM to March 28th (Friday), 12:00 PM via the application form on the Student Union website and in this booklet.

Google Form Submission Details:

- Distribution campus
- Organization name (official name)
- Activities
- Name of organization representative and deputy representative
- Phone number (one for representative, one for deputy)
- University email address (one for representative, one for deputy)
- Implementation time
- Implementation location
- Flyer PDF
- Remarks

Please ensure all information is accurate.

② Flyer Review by the Welcome Events Executive Committee

The Welcome Events Executive Committee will review whether the flyer complies with the following conditions:

- A4 vertical format (other formats will not be accepted)
- No corporate sponsorship content
- No personal contact information (including representative email address, SNS, phone number)
- Valid URLs
- Organization name as the issuer
- Compliance with public order and morals
- No copyright infringement
- No religious or political claims
- No misleading expressions
- Other items not deemed inappropriate by the Welcome Events Executive Committee

\*If ordering flyers from a vendor, please do not place the order until permission is granted. The Welcome Events Executive Committee is not responsible for the organization's flyer preparation or ordering.

### ③Flyer Revision and Resubmission

If revisions are required after the "②Flyer Review by the Welcome Events Executive Committee," you will be notified by email.

Please resubmit the revised flyer via the resubmission Google Form attached to the revision request email within 5 days.

Flyer distribution will not be permitted after March 31st, 12:00 PM.

### ④Final Flyer Submission

Please submit one physical copy of the flyer to the Welcome Festival headquarters tent on the day of the Welcome Festival to confirm it matches the submitted version.

If there are no issues, two ribbons will be lent to you.

Please wear the ribbons on your left shoulder.

Please return the ribbons to the Welcome Festival headquarters tent by 5:30 PM, 30 minutes after the organization's flyer distribution ends or after this plan ends.

### ⑤Distribution on the Day

Authorized organization representatives wearing ribbons can distribute flyers on campus.

Please check the following prohibited items, as there are several prohibited items for flyer distribution.

Violations will result in immediate distribution prohibition.



## ●Prohibited Items●

- Distributing flyers other than those applied for in advance
- Distribution by anyone other than the two people wearing ribbons
- Guiding people to the organization's club room or other related facilities
- Organization explanations in obstructive locations
- Standing still to distribute flyers or obstructing the paths of new and current students
- Actions that disturb other organizations
- Distributing flyers in costumes or disguises
- Exchanging SNS information such as LINE and Instagram on the spot
- Unauthorized use of university equipment
- Failure to follow instructions from the Welcome Events Executive Committee and Ritsumeikan University Central Administrative Office University-wide Events Department members (hereinafter referred to as University-wide Events Department members)
- Forcibly stopping new and current students
- Distribution outside of designated hours
- Flyer distribution without ribbons
- Distribution in prohibited locations
- Actions that disturb public morals
- Distribution of items other than flyers to participants
- Refusal to immediately stop distribution when strong solicitation complaints are received
- Distribution while intoxicated
- Coercion of specific ideologies or proselytizing

- Commercial activities
- Threatening remarks to the Welcome Events Executive Committee and University-wide Events Department members
- Actions that obstruct the operations of the Welcome Events Executive Committee and University-wide Events Department members

\*Patrols will be conducted on the day of the Welcome Festival to check for violations of prohibited items. If violations are found, distribution will be suspended.

**◆Regarding Personal Information◆**

The handling of personal information complies with the Ritsumeikan University Student Union's Personal Information Protection Regulations.