



Office of Student Life

Housing and Residence Education



Flyers and Collection Boxes in the Residence Halls

Flyer Approval Process

Email a copy of your flyer to Traci Woodard at woodard.117@osu.edu in the Office of Housing & Residence Education for approval.

When requesting approval, please include the following information: contact person, telephone number, student organization name, and any special instructions for distributing the flyers (for example, if you would like flyers sent only to specific residence halls).

Once approved, please deliver up to **50** copies of your flyer to 920 Lincoln Tower room 921A for distribution (one per hall). You may provide fewer than 50 copies if you prefer. Please allow **7–10 days after approval** for flyers to be placed in the halls. Note that we do not provide printing services, and you are not permitted to hang flyers in the halls yourself.

Flyer Guidelines:

- Flyers must be from student organizations or other affiliated university offices and must include the name of the organization or office.
- Postings from outside groups unaffiliated with the University are not permitted unless offering employment opportunities to students.

- Flyers may not include advertisements for alcohol, drugs, or the sale/solicitation of for-profit goods or services (exceptions may be made for charitable activities).
- Flyers must be 8.5" x 11" unless special approval is obtained.
- Approved flyers are the only method of advertising permitted in the residence halls.

Please note: Approval of flyer postings is at the discretion of the Housing & Residence Education department, and requests may be denied.

Collection Boxes in the Residence Halls

To organize donation collections in the university residence halls, please provide the following information:

- **Approval Request:** Email Traci Woodard, woodard.117@osu.edu to request approval.
- **Collection Locations:** Indicate which residence halls would receive a collection box.
- **Contact Person:** Identify the primary contact responsible for ensuring materials are collected regularly, including their name, phone number, and email address.
- **Collection Dates:** Specify the dates during which the materials will be collected.
- **Benefiting Organization/Group:** State which organization, program, or community group will receive and benefit from the donated items.

Once our office receives this information, we will coordinate with the appropriate staff to confirm the feasibility of holding collections in the designated spaces.

If there are additional questions, please contact:

Traci Woodard
woodard.117@osu.edu
921A Lincoln Tower
1800 Cannon Drive
614-292-8266
M-F: 8:00am-4:00pm



THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE

Housing and Residence Education - Office of Student Life

350 Morrill Tower
1910 Cannon Drive
Columbus, OH 43210

Engage. Learn. Thrive.

housing@osu.edu

[Phone: 614-292-8266](tel:614-292-8266)

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