

Office of Student Life

Housing and Residence Education



Flyers and Collection Boxes in the Residence Halls

Flyer Approval Process

We have stopped accepting flyers and approvals until we reopen the process for Fall semester starting August 1, 2025.

- Email a copy of your flyer to Traci Woodard woodard.117@osu.edu at the Office of Housing & Residence Education for approval.
- When emailing for approval, please include the following: contact person, telephone number, student organization name, and any special instructions for distributing the flyers (for example, if you would like flyers to be sent only to specific residence halls).
- After approval, bring up to 370 copies of your flyer to 950 Lincoln Tower for distribution to the Residence Halls. You may bring fewer than 370 as well. Please note that we do not provide printing services, and that you are not allowed to hang flyers in the halls yourself.

Please keep the following guidelines in mind when creating your flyer:

- All postings will be from student organizations or other affiliated offices of the University and must have the name of the organization and affiliated office on the flyer. Posting from outside groups unaffiliated with the University shall not be posted except where such postings are offering employment opportunities to students. Postings **may not** contain advertisements for alcohol, drugs and/or the sale and solicitation of for profit goods or services (exceptions may be made for charitable activities).
- Flyers are required to be 8.5" x 11" unless special approval is given.

- Approved flyers are the only source of advertising within the residence halls.

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:** Include which residence halls would receive a collection box.
- **Contact Person:** Who will serve as the primary contact responsible for ensuring materials are collected regularly? Please include their name and email.
- **Collection Dates:** Specify the dates during which the materials will be collected.

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
950 Lincoln Tower
1800 Cannon Drive
[614-292-8266](tel:614-292-8266)
M-F: 8:00am-5:00pm



THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE

Housing and Residence Education - Office of Student Life

950 Lincoln Tower
1800 Cannon Drive
Columbus, OH 43210

Engage. Learn. Thrive.

housing@osu.edu

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

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