

# Center for Student Leadership and Service



## Resource Room Services

Registered student organizations have access to a line of credit in the Resource Room. Student organizations must have Active or Pending status in accordance with the Student Organization Guidelines to access their line of credit.

The **annual line of credit is worth \$250.00** to be used on services and items offered by the Resource Room including:

| ITEM CATERGORY                                 | PRICE   | ITEM CATERGORY                            | PRICE   |
|------------------------------------------------|---------|-------------------------------------------|---------|
| <b>Printing (price determined per sheet)</b>   |         | <b>Office Supplies</b>                    |         |
| 8.5x11 Paper                                   |         | Envelopes – Business                      | \$0.10  |
| Copies B/W Printer Paper                       | \$0.10  | Envelopes - Catalog (9x12")               | \$0.10  |
| Copies B/W on Color Paper/ Cardstock           | \$0.15  | Envelopes – Catalog (6x9")                | \$0.10  |
| Copies Color Printer Paper                     | \$0.25  | Folder – Manila File Folder               | \$0.10  |
| Copies Color on Color Paper/ Cardstock         | \$0.30  | Folder – Color File Folder                | \$0.10  |
| 11x17 Paper                                    |         | Folder – 2 Pocket                         | \$0.15  |
| Copies B/W Printer Paper                       | \$0.25  | Post – It Poster Pad                      | \$20.00 |
| Copies B/W on Color Paper/Cardstock            | \$0.30  | Post – It Poster Pad Single Sheet         | \$1.00  |
| Copies Color Printer Paper                     | \$0.75  | <b>NEW!</b> Office Post-It Pad            | \$1.00  |
| Copies Color on Color Paper/Cardstock          | \$0.80  | <b>NEW!</b> Tape - Invisible (per roll)   | \$3.00  |
| ETC. Printing/Paper                            |         | <b>NEW!</b> Glue Stick (per stick)        | \$1.00  |
| Expo Poster (24x31)                            | \$8.00  | <b>NEW!</b> Liquid Glue (per container)   | \$2.00  |
| Expo Poster (36x48)                            | \$15.00 |                                           |         |
| Color/Construction/Cardstock Paper (per sheet) | \$0.05  | <b>Popcorn Services</b>                   |         |
| <b>NEW!</b> Copies Sticker Paper (8.5 x 11)    | \$1.00  | Popcorn Kernal Packet – 6 oz (per packet) | \$1.75  |
|                                                |         |                                           |         |
| <b>Lamination/Binding Services</b>             |         | <b>Balloon Services</b>                   |         |
| Binding - Comb with cover/back (per set)       | \$1.50  | Balloon – 11" (Printed Latex)             | \$1.25  |
| Lamination 8.5 x 11 (per sheet)                | \$1.25  | Balloon- 11" (Solid Color Latex)          | \$1.00  |
| Lamination 11 x 17 (per sheet)                 | \$1.75  | Balloon – 18" Solid Foil                  | \$2.00  |
|                                                |         | Balloon – 18" OSU Foil                    | \$2.50  |
| <b>Posters</b>                                 |         | Balloon – 18" Printed Foil                | \$2.50  |
| Cardstock Poster 30x20 – Color/Black           | \$1.00  | Balloon Weight                            | \$1.00  |
| Cardstock Poster 30x20 – White                 | \$1.00  | <b>Helium Services</b>                    |         |
| Foam Core Boards 30x20 – Black                 | \$6.00  | No Helium – Foil Balloon Purchase         | \$1.00  |
| Foam Core Boards 30x20 – White                 | \$6.00  | No Helium – Latex Balloon Purchase        | \$0.50  |
| Tri-Fold - White                               | \$6.00  | Helium Purchase - Foil Balloon Provided   | \$1.00  |
|                                                |         | Helium Purchase - Latex Balloon Provided  | \$0.50  |
| <b>Buttons/Magnet Services</b>                 |         |                                           |         |
| Button 1"/1.25"                                | \$0.25  |                                           |         |
| Button 2.25"                                   | \$0.35  |                                           |         |



|                          |        |  |  |
|--------------------------|--------|--|--|
| Button 3"                | \$0.50 |  |  |
| <b>NEW!</b> Magnet 2.25" | \$0.35 |  |  |
|                          |        |  |  |

| ITEMS                                                                                                                                                                                           | Standard Daily Material Limits                                                           | Student Involvement Fair Limits (SIF)**                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Paper Prints/ Copies                                                                                                                                                                            | 200 prints                                                                               | 150 prints                                                                                                 |
| Balloons                                                                                                                                                                                        | 40 balloons.<br><i>Balloon orders over 40 must email the KBK Coordinator (frank.472)</i> | Balloons are NOT permitted at the Student Involvement Fair. Orders will not be fulfilled during Prep Week. |
| Poster Boards                                                                                                                                                                                   | 6 Poster Boards.<br><i>This includes Foam Core, Trifolds, and Cardstock Posters.</i>     | 3 Poster Boards.<br><i>This includes Foam Core, Trifolds, and Cardstock Posters.</i>                       |
| Expo Posters                                                                                                                                                                                    | 3 Expo Posters.<br><i>This includes 36"x48" and 24"x32" Posters.</i>                     | 2 Expo Posters.<br>Expo Posters are NOT permitted to be printed the 2 days before the Involvement Fair.    |
| Buttons                                                                                                                                                                                         | 100 buttons                                                                              | 50 buttons                                                                                                 |
| Folders                                                                                                                                                                                         | 10 folders                                                                               | 5 folders                                                                                                  |
| <i>These limits apply per organization or individual student per day</i><br><b>**SIF Limits will be in effect 3 weeks leading up to the Fall fair, and 1 week leading up to the Spring fair</b> |                                                                                          |                                                                                                            |

### Using the Line of Credit

Resource Room services may be used by any member of a pending and active student organization. Membership will be verified on the student organization's roster. Students not listed on the roster will not be permitted to spend against an organization's line of credit. Students using their Student Organization line of credit for personal or academic will be subject to disciplinary action. For example, Student Organization line of credit may not be used to supplement printing a personal resume, printing a poster for a research forum, purchasing buttons or balloons for a roommate's birthday, etc.

### Additional Resources

As item availability permits, organizations may use butcher paper, paint supplies, Ellison Letter cut-outs, paper cutters, and scanning machines, at no cost.

### Equipment Reservation and Usage

- The three listed leaders and advisor of a student organization, or departments on campus may check out various equipment including: cash boxes, games, cornhole / bean bag toss games, clipboards, whiteboard supplies, utility carts, and associated supplies.
- All equipment is reservable for up to **24 hours** with a valid BuckID and by checking it out with the Resource Room staff.\*

\*Popcorn services have specific length of reservations that are specified in popcorn communications

We also have assorted games, which may include:

|               |                  |                |                 |               |
|---------------|------------------|----------------|-----------------|---------------|
| Azul          | Dominoes         | Scene It       | Bingo           | 5 Crowns      |
| Battleship    | Buckopoly        | Hungry Hippos  | Monkey Barrel   | LOTR Mt. Doom |
| Chess         | OSU Monopoly     | Catan          | Trivial Pursuit | Checkers      |
| Cranium       | Monology Empire  | Parcheesi      | Uno             | Mysterium     |
| Escape Room   | Chinese Checkers | Skyio          | Quelf           | Sort It Out   |
| Playing Cards | Dead Below Deck  | Photosynthesis | Simon's Cat     | AND MORE!     |

Some items and services not provided by the Resource Room may be financially supported in other ways, including but not limited to: CSA Operating Funds, partnerships with other campus departments/organizations, or using organizational funds from sources such as member dues and fundraisers.

### Individual Student Use

Students not involved in an organization are eligible to use the services provided by the Resource Room. Individual students **are not** given a line of credit; however, they are able to purchase services and/or supplies from the Resource Room at the rates stated above.

### University Departments

University Departments can elect to use Workday (SPL-0047403) or Department PCard as a method of payment. Transactions need to be completed in Workday prior to receiving your products.

### Resource Room

2095 Ohio Union | 614-292-8763 | [sl-resourceroom@osu.edu](mailto:sl-resourceroom@osu.edu)

For questions, please contact Abigail Frank at [frank.472@osu.edu](mailto:frank.472@osu.edu)