

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	PRICE	ITEM	PRICE
Printing/Enlarging		Paper by the Ream	
Copies B/W (per sheet)	\$0.10	Ream of Copy Paper	\$5.00
Copies B/W on Color Paper/ Cardstock	\$0.15	Ream of Paper 11x17	\$8.00
Copies B/W on 11x17 Paper	\$0.25	Ream of Cardstock	\$10.00
Copies Color	\$0.25	Ream of Color Paper	\$15.00
Copies Color on Color Paper/ Cardstock	\$0.30		
Copies Color on 11x17 Paper	\$0.75	Balloonery	
Expo Poster (24x31)	\$20.00	11" Solid Color Latex Balloon	\$1.00
Expo Poster (36x48)	\$38.00	11" Printed Latex Balloon	\$1.25
		18" Solid Color Foil Balloon	\$2.00
Miscellaneous Services		18" Printed Foil Balloon	\$2.50
Binding with cover/back	\$1.50	Small Foil Weight	\$1.00
Cardstock (per sheet)	\$0.10	Large Foil Weight	\$1.50
Construction/Color Paper (per sheet)	\$0.05	Helium – latex balloons provided	\$0.50
Envelopes	\$0.10	Helium – foil balloons provided	\$1.00
Foam Core Board 20"x30"	\$6.00	<i>All balloons in the Ohio Union must be properly assembled and weighted by Resource Room Staff</i> <i>Orders should be placed in the Resource Room at least 2 days in advance and cannot be scheduled to be picked up within 1 hour of opening.</i>	
Folder – 2 Pocket	\$0.15		
Folder – Manila	\$0.10	Lamination/Binding	
Label Sheets	\$1.50	Lamination 8.5 x 11	\$1.25
Nametags (per sheet)	\$2.50	Lamination 11 x 17	\$1.75
Popcorn packets (per packet. Includes serving bags)	\$1.75	Lamination Poster	\$5.00
Post It Pad (per sheet)	\$1.00		
Post It Pad (full – 20 sheets)	\$20.00	Button Services	
Cardstock Posterboard 20"x30"	\$1.00	Button 1.25"	\$0.25
Tri- Fold Board	\$6.00	Button 2.25"	\$0.35
		Button 3"	\$0.50



ITEMS	Standard Daily Material Limits	Student Involvement Fair Limits (SIF)**
Paper Prints/ Copies	200 prints	150 prints
Balloons	40 balloons. <i>Balloon orders over 40 must email the KBK Coordinator (frank.472)</i>	Balloons are NOT permitted at the Student Involvement Fair
Poster Boards	6 Poster Boards. <i>This includes Foam Core, Trifolds, and Cardstock Posters.</i>	3 Poster Boards. <i>This includes Foam Core, Trifolds, and Cardstock Posters.</i>
Expo Posters	3 Expo Posters. <i>This includes 36"x48" and 24"x32" Posters</i>	3 Expo Posters. <i>This includes 36"x48" and 24"x32" Posters</i>
Buttons	100 buttons	50 buttons
Folders	10 folders	5 folders

These limits apply per organization or individual student per day

***SIF Limits will be in effect 3 weeks leading up to the Fall fair, and 1 week leading up to the Spring fair*

Using the Line of Credit

Resource Room services may be used by any member of a registered 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.

Additional Resources

As item availability permits, organizations may use butcher paper, markers (found on the community bookshelf), Ellison Letter cut-outs, sidewalk chalk, office supplies, arts & craft supplies, paper cutter, faxing and scanning machines, all 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 **ONE** day with BuckID and by checking it out with the Resource Room staff. These are due back by 12:00 pm EST the following day.

We also have assorted games, which may include:

Azul	Dominoes	Scene It	Bingo	5 Crowns
Battleship	Jenga	Hungry Hippos	Monkey Barrel	LOTR Mt. Doom
Chess	OSU Monopoly	Catan	Trivial Pursuit (x4)	

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. Students using their Student Organization line of credit for personal or academic use can 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.

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

For questions, please contact Abigail Frank at frank.472@osu.edu