



Flyer Distribution Policies

General Policies:

- No outside vendor solicitations are allowed in Boston College Residence Halls.
- In order to post a flyer in the residence halls, you must be a registered club, organization, academic, or administrative department at Boston College and be approved/stamped by OSI.
- Flyers for residence halls are distributed through the Office of Residential Life only.
- Flyers must have a contact email address and clearly show the sponsoring group.
- Flyers may NOT have lewd messages, imagery, or alcohol references .

Approval Process:

1. Group must make the flyers (196 max).
2. Group must bring them to the Office of Residential Life (Maloney Hall, 413) and have them approved by Chrissy Olson or designee.
3. Once they have been approved, the respective group will stamp them with the appropriate end date and collate them by the Resident Director using a sticky note to separate them.
4. The Front Desk Staff will distribute the flyers to the Resident Director's mailboxes.

Distribution:

Flyers are posted one per RA. You may target a specific area or post in all halls.

Area	Number of Flyers
First- Year Area	79
Sophomore Area	35
Senior/Junior Area	82
Total	196