

To: All Campus Departments

From: Office of Student Activities

Date: September 26, 2011

Re: Student Activities Supplies

A reminder and update about our office's policy regarding loan and use of our supplies. Our office's supplies are for use by and loan to registered student organizations. Up to a specified quantity our resources are available free of charge. For your reference the list of the resources for Student Organizations is included below.

- **Sandwich Boards** - 4 available for loan in 24 hour cycles.
- **Helium Tank and Balloons** – Helium and first 25 balloons free. Helium for an additional 50 self-supplied balloons is also free. Helium cost for 76+ self-supplied balloons is \$.40/ballon.
- **Button Maker** - First 50 free, \$.30 per button 51+.
- **Banner Paper** – Free for use in publicity. \$.10/foot for all other reasons.
- **Makers and other Poster Making Supplies** - Free for use in publicity.
- **Sidewalk Chalk** – Free for use in publicity.
- **Fax Machine** – Free cover page and additional \$.25/page - domestic, \$2.50 for first 5 pages (and \$.25/page for each page after 6) – international.
- **Computers** - 5 available for use in our office for communications, publication design, or service requests.
- Upon request we also provide departments with some supplies for a minimal fee. These include:
 - **Sandwich Boards** – 3 available for loan in 24 hour cycles.
 - **Button Maker** – Available for use in our office only. \$.30/button for up to 50 buttons. For 51+ buttons visit <http://www.badgeaminit.com> to order your own supplies.
 - **Helium Tank**– Available for use in our office. Cost per balloon is \$.40 if providing your own balloons or \$.50 per balloon if you would like to use our balloons. Please call our office at least 24 hours in advance of use so that we can insure we have adequate helium in the tank
 - **Banner Paper** – Available for purchase from our office. Cost per foot is \$.10.
 - **Sidewalk Chalk** – Available for loan or use by Student Organizations, only.

We appreciate willingness to support us in our mission of using our resources to serve student organizations and initiatives.

Please contact us at <student-activities@willamette.edu> or [503-370-6463](tel:503-370-6463) with questions.