Residence Hall Student Mailbox Distribution Policy

Student organization flyer distribution to resident student mailboxes is administered by Mail Services located on the ground floor of American University’s 3201 New Mexico Avenue building. They can be reached at mailservices@american.edu or via phone at 202-885-2575.

WHO CAN SUBMIT ITEMS FOR DISTRIBUTION IN MAILBOXES
Only flyers from AU recognized student organizations/departments may be distributed in the mailboxes.

WHAT CAN BE DISTRIBUTED IN RESIDENCE HALL MAILBOXES
Only flyers are permitted to be distributed through residence hall mailboxes. All flyers should be either half sheets (one half of a standard 8 ½ x 11 page) or a tri-fold brochure. **Quarter size sheets are NOT permitted.**

WHEN ARE THEY DISTRIBUTED
Flyers must be submitted three to four business days in advance of distribution to Mail Services. Flyers will be put into the mailboxes on a “first come first served” basis. Mail Services will do its best to distribute all flyers into mailboxes before the requested time.

PROCESS
All flyers from recognized student organizations must have the Student Activities posting approval stamp prior to being photocopied and delivered to Mail Services. The Residence Hall Association adviser must approve Residence Hall Association and Hall Council flyers before distribution.

Copy and bundle all flyers by individual residence hall. Updated mailbox totals may be found here: [https://cms.american.edu/finance/mailservices/studentparentservices.cfm](https://cms.american.edu/finance/mailservices/studentparentservices.cfm)

Flyers should be delivered to Mail Services at 3201 New Mexico Avenue, NW for distribution.