



Printing Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated:

Category: Clubs

The Student Association provides printing services for clubs to promote their club and events. To receive copies a club needs to complete a Copy Request Form from the reception desk in 350 Student Union, attach the original flyer, and return to the receptionist. The print request will be reviewed for compliance with the requirements listed below. If approved, the copies will be made and clubs can pick them up from the front desk in the SA office. If the print request is rejected, the club will be informed through email with the required edits listed. The club then has the opportunity to revise and resubmit the flyer.

All graphics a club wishes SA to print must contain the following:

1. Club name
2. Name of event
3. The time, date, and location of the event
4. The SA logo
5. The words "Paid for by your Mandatory Student Activity Fee" in easily legible text
6. Less than 50% ink coverage
7. All content is required in English
 - i. Non-English languages are allowed if a complete English translation is included on the flyer
 - ii. Translations that cannot be confirmed by SA will result in the rejection of the flyer

Vulgar or pornographic content is not permitted.

SA offers 3 different types of printing flyers, posters, and banners. Flyers are 8.5x 11 inches, posters are 11x17 inches, and banners are 42x72 inches. A club who wishes to have quarter sheets printed they must be designed as such before submission.

SA does not guarantee same day printing on any submission. Please allow at least 2 full business days for printing completion.

The Student Association employees a system of printing credits where each print will be charged against the club's credit balance. Each club will start the academic year with 3,000 credits. If a club uses their allotment of credits, they may buy copies from their budget.

Below please find what print cost in credits and monies:

1. Flyers (8 1/2 x 11)
 - White Paper Single Sided Black Ink Only: 1 Credit \$0.03
 - White Paper Double Sided Black Ink Only: 2 Credits \$0.05
 - White Paper Single Sided ONLY Colored Ink: 15 Credits N/A

*** Double Sided Copies are only available in Black Ink ONLY***

*** Color Copies are not available once all copy credits are used ***

2. Posters (11 x 17)

- White Paper Black Ink Only: 10 Credits N/A
- White Paper Colored Ink: 20 Credits N/A

3. Banners (42 x 72)

- Banners do not cost credits, but the club may receive only one (1) free banner per event and a total of two (2) per academic year.
- The cost for additional banners will be \$35.00 each, taken from the club's budget.

Clubs may also use the TVs in the Student Union Lobby to post digital banners. These banners must be submitted to the Student Association a week before the event as the content needs to be examined by both the Student Association and Student Union before it will be entered into the rotation.