Student Organization Printing

By:
The Budget and Management Committee
Where Can Student Organizations Print?

• SGA Suite!
• Copy Center!
What Student Organizations Need To Know

• The Student Organization Printer is in the SGA Suite, Room 108, on the first floor of the student Center.

• Student Organization Code:
  • Each Student Organization has a Printing Code, that substitutes for having to swipe an ID.

• How much printing funds does each Student Organization have?
  • $100 for the year.
Printing

- Print the document to: SGA on ecsu-print2.
  - All computers in the SGA suite are connected to the printer.
- Go up to the printer and instead of swiping a Student ID, enter your Student Organization Code where it says ID.
Flyer Approval

• Print out ONE copy of the flyer
  • In color if the flyer is going to be in color when hung up.
• Take the one copy to the Information Desk in the student center.
  • There it will be approved by a Student Center Worker and stamped.
• Then make the appropriate amount of copies.
Too Many Flyers, Not Enough Funds

- If you need to make more than 10 copies, don’t waste your printing funds!
- After making the first copy and getting it approved, bring it to Chris Ambrosio in the Student Activities Office.
  - He can place orders with the Copy Center costing your Student Organization nothing!
  - Please plan ahead and submit orders 24 hours before needed.
Wrap Up

• If any questions or concerns while printing, ask a SGA senator or Executive Board member doing office hours at the time.