

**COPY SERVICES POLICIES
FOR STUDENT ORGANIZATIONS IN THE
COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES**

1. The copies must be made by copy room staff in the CEPS Copy Room (EDU105) during regular office hours: 8:00 a.m.-5:00 p.m.
2. One work day of notice should be allowed.
3. Student organizations do not need to provide paper unless they want the copies made on a type of paper we do not stock. (E.g., letterhead, glossy, neon.)
4. The item(s) to be copied should be delivered to copy room staff by the organization faculty sponsor, department secretary, or an organization officer. The form at the bottom of this page should accompany the item(s) to be copied. The faculty member should be specific when giving permission for copies to be made. Students should identify themselves when asking for copies. (E.g, I'm Jane Doe, the secretary of the Early Childhood Association. I have permission from Dr. Smith for copies to be made.)
5. Faculty sponsors of organizations that plan to use these services should give a list of student officers to copy room staff as soon as possible. Include the name of the organization. The list should be updated at least once a year.

Take this completed form and the item(s) to be copied to EDU 105.

Name of Student Organization _____

Type of document to be copied _____
(E.g., flyer announcing organizational meeting)

Quantity _____ Copy on 2 sides: Yes ___ No ___ Staple: Yes ___ No ___

Type of paper: white paper _____ or colored (specify color) _____

Date delivered to EDU 105 _____ Date copies are needed _____

Name and phone number of person to be called when copies are ready:

Phone # _____ Name _____

Printed name of faculty sponsor

Signature of faculty sponsor