



How to Submit a Copy Request

- 1) Go to sorc.cua.edu and click on “[Student Organization Forms](#)” on the left hand side
- 2) Click on “[Student Organization Copy/Printing Request Form.](#)” This will take you to a Nest form.
- 3) Fill out the information, including position in student organization, the organization name, purpose of wanting copies made (ex. to advertise event), the number of copies you want printed, the paper size and color, and the following information:
 - **Ink color:** Black and white printing is free, color printing costs \$0.15 per side (ex. 116 copies costs \$17.40)
 - Select if OCA can distribute flyers or if you will pick them up to post around campus (for OCA to print them, the standard number of flyers is 116 to cover all bulletin boards around campus. OCA posts flyers on Mondays and Wednesdays only.)
 - Attach the flyer you want OCA to print
 - **Notes/Comments or instructions about printing:** If you have any special requests about printing your flyer (ex. please cut quarter sheets, please fold brochures in half, etc.)
 - **Funding Source:** The account you want to use to pay for color printing
 - If these flyers are part of a funding request you submitted (i.e. an event you requested money for from Treasury Board), choose the account name that goes with the funding request (ex. Annual Cookout)
- 4) Click “Submit”
- 5) Once OCA reviews your request, you will receive an email stating if the request was approved or if changes need to be made before it can be approved
- 6) OCA distributes flyers around campus on Mondays and Wednesdays starting at 9:30 AM. Requests must be submitted before 9 am on those days to go out on the same day, so plan ahead!
- 7) If you have any questions, email cua-activities@cua.edu.

Some Reminders for a Successful Flyer

- Spelling is accurate.
- An accommodations statement on flyer is required.
 - “For questions or accommodations, please contact __[name] and [email]__”
 - You CANNOT list Disability Support Services as the contact
- The room advertised must already be reserved and confirmed on events.cua.edu
- If there are any performers or speakers listed, they must already be approved through the Dean of Students.
 - For information on how to get a speaker approved, go to the sorc.cua.edu and select “[Event Planning Resources](#).” You will find the form under “Presenter Approval Process.”
- If the flyer has a movie advertised on it, you must have secured and paid for the screening rights (email cua-activities@cua.edu to request film rights).