



Student Organization Copy Services Agreement

As a benefit of completing the registration process, officially recognized student organizations are allowed to make **up to 400 copies at no charge** each fall and spring semester.

Before an organization can take advantage of this service, the president or primary contact must agree to the following:

- A one-sided, black and white, letter-size (8.5”x11”) reproduction constitutes one (1) copy.
- A two-sided black and white, letter size reproduction constitutes two (2) copies.
- Color copies are not included.
- Copies on color or non-standard size paper are not included.
- Folding, stapling, binding, or other services provided by the USG Copy Center are not included.
- All copies must be made at the USG Copy Center. Organizations will not be reimbursed for copies made on photocopiers throughout the Center or at an outside vendor such as Kinkos.
- All copies made using a student organization account must relate to the student organization’s purpose and/or activities. A student organization account **may not** be used to copy personal materials such as class notes, homework, etc... The Copy Center Manager may prohibit an organization from using its account to reproduce materials that are not obviously linked to the organization’s purpose and/or activities.
- The Copy Center will track each organization’s copy account use and report this figure to the Office of Student Services.
- A warning email will be sent when 20 or fewer copies are left on an organization’s account.
- Organizations will not be allowed to exceed 400 copies per semester. Any copies in excess of 400 are the financial responsibility of the requesting organization.
- Up to four members of an organization may be authorized to use a club’s copy account.
- Student may be requested to present photo ID when requesting to use a club copy account. Student who cannot present photo ID or who are not indicated as an “authorized user” will not be allowed to make copies using a student organization account.

Agreement & Signature:

I have read and agree to abide by the guidelines listed above. I understand that if any of these guidelines are violated, my organization may lose its copy privileges for the duration of an academic semester or longer, depending on the severity of the violation. I authorize the following individuals to use our organization’s copy account and will be sure to inform them of the guidelines listed above:

(1) _____ (2) _____

(3) _____ (4) _____

Organization: _____

President’s Name: _____

President’s Email: _____

President’s Signature: _____ Date: _____

OSS Approval _____ Date: _____