

ORGANIZATION PRINTING THROUGH SBA

The Student Bar Association can Print for Student Organizations.

What SBA Accommodates:

SBA Accommodates

Up to **50 pages** per event, per Organization

Black and White Printing

- o Single-Sided
- o Double-Sided

Up to **five copies** of colored printing per event.

How To Request Printing:

Printing Request Form

You **must** fill out the “Printing Request Form” at least **48 hours** before you need them.

The Form can be found at:

- o The Student Bar Association Website (Student Org Tab→Event Info)

*Each Document you want printed requires a **separate** form!

Requesting Printing

E-mail the SBA Secretary:

- o The completed “Printing Request Form”, **AND**
- o The Document you want printed

SBA Secretary:

- o Maci Kluesner (maci.kluesner@drake.edu)

Completed Requests

Once a request is completed:

- o You will receive an e-mail.
- o The completed printing will be placed in your organization’s folder