

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

- Single-Sided
- 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:

- 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:

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

Complete Requests

Once a request is completed:

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