



Information	
Name of Organization:	_____
Person Submitting Request:	_____
Phone: _____	Email: _____
Date Needed: _____	Time Needed: from _____ to _____ #Buttons _____
Charge to Budget # _____	Signed _____
Or	
Cash payment of \$ _____	Received by _____ Date _____

- The Student Center and Activities Office button maker was purchased for the express purpose of creating buttons with positive, inviting, smile-inducing messages. The button maker will not be used to make grumpy, unhappy, exclusionary buttons.
- All button makers must feel her own personal responsibility when creating buttons.
- Only registered clubs and organizations or departments that have made advance requests to use the button maker will be permitted to use it. Please call Assistant Director Lindsay Castelein at x6212 to reserve the button maker. Lindsay will then contact you to ensure that there is an ample supply of button making materials for your project.
- The cost of the button maker is \$.22 (twenty-two cents) a button. Your club/department account will be billed for the total number of buttons made.
- The user of the button maker must read the instructions on how to operate the button maker before using.
- All users must supply their own paper and artwork.
- The button maker creates 3" buttons. Users must always cut their designs on a flat surface using the Cut-A-Circle and cutting mat provided. If for some reason the mat is not available, cut on a layer of thick cardboard or poster board. Never cut directly on wood, glass, or plastic.

The button maker cannot be taken out of the Student Organization Center. If the button maker is lost, broken, or stolen, the user's organization or department account will be billed for the cost of a new button maker.

I have read and understand the Button Maker Policy.

Signature _____
Date

Office Use Only	
Received by: _____	Date: _____
Approved by: _____	Date: _____
Confirmation sent via email: <input type="checkbox"/> yes <input type="checkbox"/> no Initials: _____	

**Please return this form to the Student Center and Activities Office,
270 Coeur de Catherine. Questions? Call 651-690-6210.**