



# Sticker Policy

Updated: 9/2/05

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

- The Student Center and Activities Office sticker maker was purchased for the express purpose of creating stickers with positive, inviting, smile-inducing messages. The sticker maker will not be used to make grumpy, unhappy, exclusionary stickers.
- All sticker makers must feel her own personal responsibility when designing their stickers.
- Stickers are only available to chartered clubs and organizations and departments that have made advance arrangements.
- You will need to submit with this request, your design and size specification to the Student Center and Activities Office for approval and price estimate 2 weeks in advance of your due date.
- The cost of stickers will vary, depending upon the size and media used. Your club/department account will be billed for the total number of stickers made.

Office Use Only	
Proof received by: _____	Date: _____
Proof approved by: _____	Date: _____
Fee waived: _____yes _____no	
Number of stickers: _____ @ \$ _____/sticker	Total cost: \$ _____
Fee paid: _____yes _____no	

**I have read and understand the Sticker Policy.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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