



Campus clubs can print up to 200 **free** 8.5 x 11 color copies per semester. Unused copies will **not** roll over to the following semester.

Note:

- For event fliers, an **approved** activity request **must** be on file with our office.
- Our office will only accept ready-to-print documents—we will not format or edit documents.

Please allow three (3) business days for the Office Student Life and Leadership Development to **complete** the request.

Guidelines for Requests

1. To process your request, email the ready-to-print document(s) to **Olinda Mejia** at omejia@citruscollege.edu and provide us with the following information:
 - ☐ Club name
 - ☐ Full name of requester
 - ☐ Position
 - ☐ Document name
 - ☐ Number of copies
 - ☐ Date needed
2. To ensure faculty advisors have approved the request, copy the following statement, and paste it at the end of your email:

My faculty advisor has approved the attached document and this printing request.

3. Lastly, Cc: (copy) your faculty advisor in the email

You will receive an email confirming your submission, followed by an email once the print job is ready for pickup.