

Receptionist: Please place in Campus Center Advisor's Mailbox for Approval Prior to Copying/Distribution!

Club and Organization Copy/Tribune Request Form:
(check the boxes for the items you are requesting)

Club/Organization name: _____ Your name: _____ Phone number: _____

Your e-mail address: _____@student.monroecc.edu Today's date: _____

Copy Request: (attach item to be copied to this sheet with a paperclip – no staple)

1. How many copies do you need? _____

2. When do you need* them? _____

☞ (*Copy requests should be made at least a week prior to the date listed above. If you need them sooner, we will try to accommodate you; however, we cannot guarantee copies will be completed without the five-day lead time.)

3. Do you want colored paper? Yes No

☞ (If this is not checked, copies will be printed on white.)

4. If yes, what color paper do you want? _____

5. Do you want double-sided copies? Yes No

6. Have you proofread the item to be copied? Yes No

☞ (If mistakes are found by your advisor, the attached document will be returned to you and will delay copy turnaround.)

7. The account number to be charged must be filled in prior to approval. Account # _____

NOTE: ☞ *When copies are completed, they are placed in your club/organization mailbox in the Photo ID office.*

Faculty/Staff Tribune Request (please attach information to be publicized)

Student Tribune Request (please attach information to be publicized)

1. What is the date you want the information to appear in the Tribune? _____

(Information must reach Public Affairs by 3:00 p.m. to be published in the next day's issue. Please allow time for the approval process and time for the entry to be logged into the system.)

Campus Center Advisor Signature: _____

Request given to (name of staff member who will handle request) _____

Date staff member completed request and initials: _____

(Please keep a copy of this request at the Campus Center Reception Desk.)