SORC Quick Pick

SORC Services

Concessions
- Available to all SORC groups and University Departments
- Machines such as popcorn, nachos, cotton candy, and sno-cone
- Balloon arrangements are also available
- Order form must be submitted at least 5 business days in advance
- Package pricing is based on number of people expected and hours needed

Office Supplies
- We carry many basic office supplies for groups to check out
- Supplies are yours to keep
- There is a quota per item and semester
- If we don’t have what you need:
  o Let us know! We may be able to order it at a reduced cost
  o Use the P-Card to order online
  o Buy in stores and get reimbursed

Print Policy
- Only Active and registered SORC organizations can make copies
- Sheet amount per event:
  o Up to 200 copies in black ink
  o Up to 15 copies in colored ink
  o All must be on same colored paper
- The printer can:
  o Create 1/2 or 1/4 sheet documents
  o Print double-sided
  o Staple packets
- We cannot:
  o Accept submissions via email
  o Make copies for Panhel, IFC, or NPHC fraternities or sororities
  o Make banners or large posters
  o Make fliers with dark backgrounds or large pictures
  o Cut or distribute your fliers
- Posting fliers
  o Boards outside of the WPU
  o Boards outside of Posvar
  o Cathedral basement
  o Work with Residence Life for dorms

Workshops
- The SORC Office hosts multiple workshops every semester
- Some are required, such as the Business Manager training
- Others are optional, such as:
  o SORC 101
  o Program Planning
  o Marketing
  o Contracts
  o Fundraising
- SORC also hosts networking mixers for officers

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