

SORC Quick Pick

SORC Services

Workshops

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

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:
 - **Let us know!** We may be able to order it at a reduced cost
 - Use the P-Card to order online
 - Buy in stores and get reimbursed

Print Policy

- Only Active and registered SORC organizations can make copies
- Sheet amount **per event**:
 - Up to 200 copies in black ink
 - Up to 50 copies in color ink
 - All must be on same color paper
- The printer can:
 - Create 1/2 or 1/4 sheet documents
 - Print double-sided
 - Staple packets
- We **cannot**:
 - Make copies for Panhel, IFC, or NPHC fraternities or sororities
 - Make banners or large posters
 - Make fliers with dark backgrounds or large pictures
 - Cut or distribute your fliers
- Posting fliers
 - Boards outside of the WPU
 - Boards outside of Posvar
 - Cathedral basement
 - Work with Residence Life for residence halls

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 (found online) must be submitted at least **5 business days** in advance
- Package **pricing** is based on number of people expected and hours needed