

How to Access Funding for Advertising and Banners

Printing:

- Use the [Copyworks Request Form](#) found on the Student Organization Resources page of the Office of Student Involvement website

- **Social Media Advertising**
 - Find the website from which you will purchase and the estimated cost
 - Social media purchases will need to be made as an out-of-pocket expense with reimbursement requested in the following manner
 - Make sure receipts are itemized and show the method of payment
 - Complete a [Request for Reimbursement](#) form. Instructions can be found [here](#)
 - Scan the Request for Reimbursement form and all applicable receipts and send to the Office of Student Involvement secretary (email listed under contacts at involvement.uni.edu)
 - All requests for reimbursement must be submitted no later than May 31st in order to ensure reimbursement before access to allocated funding expires
 - Be sure to tag NISG in your social media post

- **Banners**
 - It is recommended that you use Signs by Tomorrow or Copyworks for printing of banners. These are approved vendors who are aware of the sizing needed and the grommet placement necessary for displaying your banner in Maucker Union if that is the intended use

- If using Copyworks, follow the steps for printing above and indicate in the Special Notes section that you are ordering a printed banner (size 6’x9’) and indicate that this will be hung in Maucker Union and requires grommet placement
- If using Signs By Tomorrow, you can call for a quote at (319) 268-0001
 - Keep in mind that you will be responsible to pay for any amount over your funding allocation
 - Provide them with the sizing and grommet placement information if you will be hanging the banner in Maucker Union
 - Request that they bill you at the Office of Student Involvement and email a copy to the Office of Student Involvement secretary (email listed under contacts at involvement.uni.edu)
 - **Banner hanging requires a reservation in Maucker Union**