STUDENT LIFE SERVICES AVAILABLE TO S&A FUNDED PROGRAMS

As a department who receives S&A funding, you are eligible to access some of the services and resources Cascadia Student Life provides. These services and resources can only be used to support the programs and initiatives funded by S&A fees; they cannot be used for other services and programs in your area.

While priority access to these services goes to general Student Life operations, we do our best to support the requests of other S&A funded initiatives as Student Life staff capacity and time can accommodate. The earlier a request is received the more time there is to meet the request.

Design & Copying Printing Services

Student graphic design services are available if your event or program needs designs created. Services are also available if you need a pre-created design printed. Forms should be completed for any request.

- **Graphic Design services**
  - event poster design
  - logos related to S&A funded programs and initiatives
  - access to this service can be limited depending on the scope of the project being requested.
- **Copying & Printing**
  - Available for copying and printing a CEO completed design or your own original design
  - Poster/large format printing
  - Limits may be placed on number of posters depending on size and resource availability
- **Requests for services should be submitted via the CEO Services Request Form**

Event Resources

Student Life has a supply of event resources available to borrow. In an effort to reduce waste and conserve resources some may be reserved by S&A funded programs. Use of event resources is coordinated by Samantha Penjaraenwatana, Student Life Advisor and reservation of supplies and equipment must be coordinated through her. Requests should be made a minimum of two weeks prior to the date needed. Availability of resources is not guaranteed and provided on a first request, first served basis. For a complete list of items available, please contact Samantha.

- **Example resource categories:**
  - tablecloths
  - consumables
  - food serving amenities

Student Life technology equipment is not available for check out (drone, photo booth, iPads, digital cameras, etc.).
Kody the Kodiak Appearance

Requests for our lovable college mascot, Kody the Kodiak, are open to Student Life, Services & Activities Fee Funded programs, and the broader campus. Completion of this request does not guarantee an appearance. Requests for services should be submitted via the CEO Services Request Form.

Marketing Services

Access to many of our marketing platforms is available to a majority of campus. However, access to these platforms is prioritized: Student Life core functions, then S&A funded programs, then other campus/community events. While some of our digital platforms are perceived to have an abundance of space, we work to strike a balance with providing relevant content in a timely manner while not saturating our audience. Inclusion in any of Student Life’s marketing platforms is at their discretion.

General guidelines for the different platforms:

- **Kody’s Weekly (digital newsletter)**
  - Goal is to provide the most relevant content for students in that week
  - Repeating events/programs will be included at the discretion of Student Life (podcasts, blog posts, weekly virtual and in person drop ins, etc.)
    - An exception to repeating events will be Student Life supported club meetings
  - Singular campus events will be included two weeks prior to the event and the week of the event
- **TP Times (printed advertisement in campus bathroom stalls)**
  - Biweekly publication
  - Student Life programs and initiatives are the priority
  - Anything else is at the discretion of Student Life as space allows
  - Space is limited
- **What we won’t include in Kody’s Weekly or TP Times**
  - advertising to register for courses/academic programs
  - outside community events unless directly connected to a college department or student club
- **Requests for inclusion in Kody’s Weekly should be submitted via the CEO Services Request Form no later than 5:00 pm the Wednesday prior to the week of publication**
- **Requests for inclusion in TP Times should be submitted via the CEO Service Request Form no later than 5:00 pm the Wednesday 2 weeks prior to Friday posting date**
  - Please keep in mind that the newsletter operates on a biweekly schedule, the earlier you submit your request, the better
  - TP Times are published biweekly, the 1st and 3rd Fridays of every month

Request for inclusion in Student Life social media

- **Student Life can post an image of your event/activity on our Facebook (Cascadia Student Life) and Instagram (@Cascadia_Kodiaks) accounts. Requests will be at the discretion of Student Life as space allows. Advertisements about registering for courses/academic programs are not allowed.**
• Instagram stories and takeovers of the account will not be available.
• Re-shares of content from other accounts will be at the discretion of Student Life and may be limited to Cascadia and UWB official accounts.
• Requests for use of these services should be submitted via the CEO Services Request Form