

Guidelines for Student Organization Business Cards

The guidelines below are for student organizations, not individuals. Requests will only be honored for recognized student organizations that are active and in good standing with the University.

The multitude of recognized student organizations on the campus of Eastern Michigan University is an impressive and long standing tradition on our campus. In recognition of the leadership opportunities these clubs provide our students, Campus Life has developed a special template and established procedures for officers of such groups to have business cards printed. The design template communicates the student's official capacity with the group and reflects the club's connection with the university. **Student leaders need to clearly understand that they are representing the university when they use these special cards for identification purposes.**

Currently enrolled degree seeking EMU students and student organizations in good standing may purchase business cards with the University logo through Standard Printing.

Officers as listed may request business cards for each recognized student organization in the database at OrgSync.com.

Requests are to be submitted through Standard Printing for review and approval.

Card Options Template

E STUDENT ORGANIZATION
John Smith
Club President
342 Student Center • Ypsilanti, MI 48197
jsmith@emich.edu
734.000.000

TRUEMU STUDENT ORGANIZATION
John Smith
Club President
900 Oakwood Street • Ypsilanti, MI 48197
jsmith@emich.edu
734.000.000

How to Order Business Cards

Students will need to contact Standard Printing (ypsistandard.com or 734.483.0339) to receive an EMU user account on their website to be able to access the student organization business card order form.

You will then need to fill out and submit the order form. Once the order is placed, you will receive an invoice that includes the total for you order. You will then need to secure funds from your x-fund account to pay for your order. Once the payment is received, the order is sent into production and when it is completed, you will be contacted.