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Eligibility & SORC Policies

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Eligibility

▼ The Student Organization Resource Center (SORC) advertising services are available for use by [MSA](#) -registered student organizations and University departments. Unaffiliated businesses and individuals may purchase materials and balloons but may not use other SORC services.

Regulations

▼ SORC clerks and drivers are responsible for all postings of materials except free showcases. Advertisers may not post materials themselves. The SORC will **not** post advertising materials that:

The SORC will not post advertising materials that:

...promote programs, events, or services that are not affiliated with the University of Michigan.

...do not clearly state the name and contact information for the sponsoring organization. For Diag boards and banners, the letters must be at least 2 inches tall. For Bus signs and showcases flyers/posters, the letters must be at least 1/2" tall.

...do not meet basic construction standards set by The SORC and the University of Michigan.

...are brought to The SORC after the [deadline](#). In some instances, however, we can place your materials the day after the deadline. Your organization will be charged a late fee.

...directly advocate or endorse the election of a particular candidate to any public office. Advertising for MSA elections is acceptable.

...directly advocate or endorse public ballot issues.

...contain language or illustrations that could reasonably be construed as offensive to any

portion of the University community.

...promote non-University businesses. Businesses may be listed only as a sponsor of programs and may NOT be the primary focus of the advertisement.

Contracts

▼ Your contract is your bill for SORC services. As stated in the contract, you must pay in full within 48 hours after the contract has started. Failure to meet the 48-hour deadline may result in cancellation of the contract. If the contract is canceled, you will be absolved of financial obligation. If your reservation is set to begin less than 48 hours from the time you initiate a contract, payment is due immediately.

Methods of Payment

▼ Payment may be made by cash, check, or transfer of funds from a university account. All student organizations that have an account with [Student Organization Accounts Service](#) (SOAS) are strongly encouraged to pay with that account.

▼ **Account Transfer:** Purchase orders are not necessary and are not accepted; The SORC bills accounts directly. Student organizations whose SOAS accounts are in good standing and all University departments are eligible to pay by this method. For SOAS transfers, an authorized signer must sign the SORC contract in order for it to be valid. If you are buying materials, you may not take them with you until the authorized signer for your organizations has signed the contract and it has been verified by SOAS.

▼ **Cash:** If you are buying materials, you can not take them with you until the total has been paid. Cancellations of any services or materials paid with cash are eligible only for a credit voucher.

▼ **Check:** If you are buying materials, you can not take them with you until the total has been paid. Cancellations of any services or materials paid with check are eligible only for a credit voucher. Checks must have the full name and address of the party imprinted on them (no starter checks) and must be payable to "University of Michigan."

Cancellation

All cancellations are subject to management approval. Cancellations will not be granted under circumstances in which the advertiser fails to meet his obligations. Refunds for canceled services will be given the following scale:

- | | |
|-------------------------|------------|
| ▶ 22 or more days ahead | 75% refund |
| ▶ 15-21 days | 50% refund |
| ▶ 8-14 days | 25% refund |
| ▶ 0-7 days | 0% refund |

▼ It is considered a cancellation if an organization's Diag board or banner is damaged, but they

choose not to replace it. Account credits will be given to organizations and departments that pay via university accounts. Organizations that pay with cash or checks will be granted a credit voucher, which entitles them to future SORC services at no cost. **The SORC cannot give cash refunds for cancellations.**

Vandalism / Alternate Posting

▼ The SORC is not responsible for materials that are lost, damaged, or removed without authorization. If weather or equipment conditions or extenuating staffing circumstances prohibit the posting of materials in the locations specified, SORC drivers reserve the right to post the materials at a comparable location.

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