



## Ontario Public Interest Research Group (OPIRG) McMaster Button-Maker Policy

OPIRG McMaster's objectives are to

1. Engage in charitable non-profit research and activities to advance the welfare of the University and general community;
2. To execute, sponsor and publish educational studies and programs to advance the welfare of the University and general community;
3. To facilitate and encourage students to develop their research and advocacy skills in order to become active and informed citizens;
4. To make diverse view points available to the University and general community.

As part of accomplishing these objectives, OPIRG McMaster will make available to groups sharing our general mandate, use of our button-maker, subject to the following conditions.

- An application to use the button-maker must be made through the online form on the opirg web site
- The cost to student, community and non-profit groups is on a cost recovery basis (currently ten cents per button, price subject to change.)
- Partisan political campaigns do not qualify for free buttons.
- Payment is due on the day the buttons are made by cash or cheque ONLY. Cheques are to be made out to "OPIRG McMaster."
- You will need to book a "how-to" session on using the button maker and laying out your artwork. A "how-to" manual is available [here](#) and you can find layout dimensions [here](#). You may use a template to layout your art work [here](#) (fit your image into the [very faint] inner circle)
- Groups are responsible for providing their own art work at their own

- expense.
- The button maker must be used in the OPIRG office during regular office hours. Please book a time to come in and make your buttons.
  - OPIRG requests one button to keep for our records/button hall of fame...
  - If you need help with costs, please submit a [request for support](#) to the OPIRG board of directors. A request for support must be completed and approved by the OPIRG board before the button making session.

POLICY APPROVED BY OPIRG BOARD OF DIRECTORS  
JANUARY 19, 2011