

UC HASTINGS COLLEGE OF THE LAW

STUDENT ORGANIZATION REGISTRATION FORM

2014-15 ACADEMIC YEAR

Every student organization, including journals, must register every year. All registered student organizations must comply with the Policies and Regulations Applying to College Activities, Organizations, and Students as stated in the Handbook for Student Organizations. Failure to comply may result in loss of status as a registered student organization.

FORMAL NAME OF ORGANIZATION:			
SHORT NAME:		PHONE #:	
ORG EMAIL (if any):		ORG WEBSITE (if any):	
PURPOSE OF ORGANIZATION (Check Student Life/Student Organizations website for your org's listed purpose to see if you want to make any changes. If not, just leave this field blank!)			
Primary Contact (Name/UCH Email/Phone):			
<small>The Primary Contact's name and UC Hastings email will be posted to the student organization webpage maintained by Student Services, and will be released to the public. If the organization has its own UC Hastings email address, the organization email will be posted instead. Contact IT directly to secure an email address for your organization.</small>			
OFFICER AND BOARD INFORMATION (Please list students' UCH email accounts)			
NAME	TITLE	EMAIL	PHONE
Who is in charge of events?			
Organization's Financial Records (separate from ASUCH funding): <input type="checkbox"/> This organization has a UCH account through Fiscal Services <input type="checkbox"/> This organization plans to open a UCH account through Fiscal Services <input type="checkbox"/> This organization does not have a UCH account and does plan to open one <input type="checkbox"/> We are unsure whether this organization has a UCH account Check, if applicable to this organization: <input type="checkbox"/> Has own Tax ID#* <input type="checkbox"/> Has non-UCH bank account* <small>*Existing records only. Per policy, student orgs may NOT apply for or establish any of these.</small>			
Are you registering this org with the bylaws already on file? <input type="checkbox"/> Yes <input type="checkbox"/> No- I am a new org/updated bylaws are attached			

I agree to comply with the regulations listed in the *Handbook for Student Organizations*:

Name:	Signature:	Date:
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Approved in accordance with College policies:

Director of Student Services: _____ Date of Registration: _____

Submit completed form to Student Services Office, Room 254 (200 Building); FAX: 415-581-8895