Lewis & Clark College
Office of Student Activities
Templeton Campus Center; Garden Level; MSC 187
Phone: 503-768-7122; Fax: 503-768-7359
E-Mail: activity@lclark.edu
Website: go.lclark.edu/activity

2010-11 Student Organization Registration & ASLC Recognition Form

FOR STUDENT ACTIVITIES OFFICE USE ONLY:

Registration Received _____ / _____ / _____
ASLC Approval _____ / _____ / _____
General Ledger # _____
Category _____

NOTE: *2010-11 Student Organization Registration & ASLC Recognition Forms are accepted on an on-going basis,* ***but organizations that received an allocation from the Student Organizations Committee for the 2010-11 academic year, must submit their 2010-11 Student Organization Registration & ASLC Recognition Form to the Office of Student Activities by 4:00P.M. on Monday, November 1, 2010****. Failure to do so results in forfeiture of said funds, which shall revert to the ASLC Finance Committee.*

PLEASE PRINT *NEATLY* WITH A BLUE OR BLACK BALLPOINT PEN. All related contact information must be filled in.

Name of Organization_____

Organization's L&C E-Mail Address_____@lclark.edu_____ Organization's Website Address_____

If your organization would like to have an @lclark.edu e-mail address or if you need to have an existing e-mail account's password re-set, please check this box ☐.

If your organization would like space on the Lewis & Clark website, please check this box ☐. *If your organization would like to participate in a LiveWhale workshop, please check this box* ☐.

Organization's Mission Statement or Statement of Purpose_____

_____

_____

_____

Attach an additional sheet of paper if necessary.

Number of community service hours your organization performed during the 2009-10 academic year_____

Amount of philanthropy dollars your organization raised for Portland area charities during the 2009-10 academic year_____

	Name (please print)	**L&C E-Mail Address**	**MSC**	**Telephone Number**	**Department**
Student Contact #1					
Student Contact #2					
Faculty/Staff Advisor					

Student Contacts: Please select two organization leaders who will attend all meetings for student organizations called by the Office of Student Activities and/or the ASLC Student Organizations Committee. The two student contacts that are recorded on this form are authorized to speak on behalf of the organization and commit the organization. Only student contacts will be able to reserve rooms on-campus, other L&C facilities or vehicles. Student contacts who do reserve vehicles must have successfully completed the Lewis & Clark Driver Safety Training program (through Facilities Services) and cleared by the College in order to reserve and use vehicles.

Approximate date of next election of officers: _____ / _____ (month and year). Please notify the Office of Student Activities of changes as soon as they occur.

Our signatures indicate that we are aware of and will abide by the policies and procedures of the College, the Office of Student Activities and the Associated Students of Lewis & Clark.

Signature of Student Contact #1_____

Signature of Student Contact #2_____

I hereby agree to serve as Faculty/Staff Advisor_____
Signature Date

All student organizations must be recognized by ASLC and registered with the Office of Student Activities. Organization student contacts are responsible for updating this form whenever there are any changes. Failure to submit or update this form in a timely manner may result in the delay of and/or loss of funding from ASLC as well as the inability to use College resources.

Please return this form to the Office of Student Activities once it has been completed and signed by the appropriate individuals. *-Thank you!*