I. DEPARTMENTAL INFORMATION

Based on the large number of student clubs and the various departments on campus, postings will only be permitted two weeks prior to an event. Every event must have a separate application and be filled out completely.

Department Name: ____________________________________________

Event Name: __________________________________________________

Event Date: __________ Event Time: __________ Event Location: ________________

Event/Depart. Coordinator: ______________________________ (phone): ________________
(email) __________________________________________ (signature) ________________

Account to be Charged: There is a $25 per quarter (unlimited postings) charge for ALL campus depts.

Business Unit: ______ Fund: ______ Dept: ______ Account: ______

Program: ______ Class: ______ Project: ______

Account Authorized Signature: _________________________________

Associated Students will email the Event Coordinator when questions arise and whether the message is approved or not.

II. REQUESTED MESSAGE

Please write down what specifically needs to be posted on the electronic message board in the box below. Message must be no longer than four lines.

Not permissible: personal messages, messages containing profanity, election campaigning of any type (ASI, local, state, federal, etc.), solicitation, and off-campus events.

Message Begin Date: ___________________ Message End Date: ________________
(# of weeks _______

4 Lines (18 characters per line max – include spaces)

Approved: __________________________ Entered:__________________________

Special Notations: _______________________________________________________

Electronic message board applications are available on the ASi website at www.csub.edu/asi. Contact the Associated Students, Inc. at 654-2418 for more information about the application and electronic message policies. ASI reserves the right to refuse sign usage and all of ASI’s decisions are final.

Deliver to ASI Office or complete and fax to 654-2414