I. STUDENT ORGANIZATION INFORMATION

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

Student Organization Name: _________________________________________________________

Event Name: _____________________________________________________________________

Event Location: __________________________________________________________________

Event Date: ____________________ Event Time: ________________________________

Organization Officer: ____________________ (signature) ___________________________

Email: _______________________________ Cell: _________________________________

Student Activities Office: ____________________ (Approved Club Event?)____________

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: ______________

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

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Approved: ______________________________ Entered: ______________________________

Special Notations: __________________________________________________________________

Electronic message board applications are available on the ASI website at [www.csub.edu/asi](http://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