AUTHORIZATION TO OPERATE AS A STUDENT ORGANIZATION

Name of student organization: ____________________________________________________________

Description of organization: ____________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

ORGANIZATION EXECUTIVE

1. Name: ___________________________________________ Title: ____________________________
   Student Number: ___________________________
   Phone (main): ___________________________ Phone (cell): ___________________________
   Email: ______________________________________

2. Name: ___________________________________________ Title: ____________________________
   Student Number: ___________________________
   Phone (main): ___________________________ Phone (cell): ___________________________
   Email: ______________________________________

3. Name: ___________________________________________ Title: ____________________________
   Student Number: ___________________________
   Phone (main): ___________________________ Phone (cell): ___________________________
   Email: ______________________________________

ORGANIZATION OF UNIT DEPARTMENT HEAD

I hereby authorize the formalization of this student organization. Through this authorization, I give permission for this organization to appoint a Booking Representative and request centrally scheduled classroom space through Scheduling Services. I understand that as signing authority for this organization, I accept full responsibility for the conduct and actions of the student(s) during booked events.

Name: ______________________________________ Date: __________________________

Signature:_____________________________________

This form must be completed and returned to Scheduling Services via email (room.bookings@ubc.ca) at the beginning of each academic year as well as prior to submission of a Student Group Booking Representatives form. For more information call 604.822.9292.