



Aztec Center Office Space Application Fall 2009 - Spring 2010

Applications are only valid from SDSU student organizations with current on-campus recognition status. Application must be completed by the current or incoming student organization president or chair. A.S. Boards & Committees as well as College Councils are also eligible to apply.

APPLICATION DEADLINE:

4:00pm, Thursday, April 23, 2009

**Submit applications to the AS Business Office, Lower Level of Aztec Center
(NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE)**

NOTE: Only shared spaces are available.

1. ORGANIZATION _____

2. The purpose of our organization is _____

3. The goals and activities our organization is planning for next year are _____

4. Number of active members _____

5. Number of consecutive years our organization has had on-campus status at SDSU _____

6. Our organization has received the following SDSU, Associated Students and/or Community recognition awards: _____

7. Does your organization currently have an office space? No Yes / Location: _____

8. If assigned an office space in Aztec Center, your organization is **required** to have a member of your organization in the office a minimum of five (5) office hours per week. Can your organization maintain a minimum of five (5) office hours per week (Mon.-Sat.)? No Yes

9. How many events and activities do you plan on an annual basis? _____ (Not including organization meetings)

10. Description of events and activities: (Include attendance) Attach a separate sheet if necessary _____

11. Why does your organization need office space? Please check all that apply:

RESOURCE CENTER
Description of Services: _____

CULTURAL CENTER
Description of Services: _____

RECRUITMENT AND RETENTION OF STUDENTS
Description of Services: _____

COMMUNITY INVOLVEMENT AND SERVICE PROJECTS
Description of Services: _____

WORK SPACE
Description: _____

PRIVACY
Description: _____

STORAGE

Description: _____

Other

PLEASE DESCRIBE ITEMS NEEDED TO STORE (STORAGE IS NOT GUARANTEED)

Description: _____

Feel free to provide any comments or additional information to support your application:

PLEASE PRINT CLEARLY

President _____ Email Address _____

Phone (_____) _____ Cell (_____) _____

Mailing Address _____

City/State/Zip _____

SDSU Advisor _____

Department _____ Phone _____

Email Address _____ Campus Mail Code _____

As president of our organization, I hereby state that the information provided in this application is accurate and understand that providing false information may result in forfeiture of our application.

I understand that I will receive information regarding the status of our application via email notification and that the email address I have provided is correct. I will not hold the Associated Students responsible if any email sent to the address provided is undeliverable. I also acknowledge that it is our organization's responsibility to check on the status of our application in the Associated Students Business Office approximately four (4) weeks after the application deadline.

I also acknowledge that it is my responsibility to provide the Associated Students Business Office with a change of address if necessary to ensure receipt of information. I further acknowledge that the Associated Students is not responsible for information I do not receive due to address information being incorrect.

In the event our student organization is awarded office space for the 2009-2010 academic year, I acknowledge that we are required to complete our 2009-2010 on-campus recognition and Office Space Agreement by Friday, October 2, 2009. I understand that failure to complete both by the deadline our student organization will automatically forfeit our assigned space.

President's Signature _____ Date _____