



ILLINOIS STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION'S
COMMUNITY CLEAN-UP PROGRAM
REGISTRATION FORM

Please print all responses legibly

ORGANIZATION INFORMATION

NAME OF ORGANIZATION: _____

PRESIDENT/CHAIRPERSON NAME: _____ EMAIL ADDRESS: _____

ADDRESS OF PRESIDENT/CHAIRPERSON (where check will be sent): _____

PHONE # OF PRESIDENT/CHAIRPERSON: _____ UID OF PRESIDENT/CHAIRPERSON: _____

PROCEDURES

1. The participating organization must be registered with the Dean of Students Office Student Organization Support & Involvement Unit, having completed the necessary organization registration process.
2. The student leader(s) of the Registered Student Organization will meet or make prior arrangements with the SGA Executive Staff Member in charge of the community clean-up program no later than three (3) days prior to the scheduled clean-up.
3. The undersigned organization president/chairperson agrees to clear all public right-of-ways and property containing paper, cups, bottles, trash/debris, etc. of the assigned area.
4. Clean-up will begin at 10 a.m. and end no later than 1:00 p.m. on the designated day.
5. The undersigned organization agrees that the \$100 award is payable in full only upon completion of the clean up with verification by the assigned the SGA Executive Staff Member in charge of the community clean-up program.
6. The group leader(s) assure(s) that an adequate number of people from the group will be participating in this program.
7. Any deviation from these instructions, or other information provided, at the meeting noted in Item 2 above will constitute a total forfeiture of all award money plus the issuance of a \$25.00 cancellation fee assessed to the organization.
8. Group leader(s) of the organization doing the clean-up program will read the "Liability Release" (stated below) to all of its members and sign the document before participation is allowed by the group and its members.
9. Award money shall be sent to the organization no later than two (2) weeks after verification of the clean-up.

PRESIDENT/CHAIRPERSON SIGNATURE: _____ DATE: _____

LIABILITY RELEASE

This Illinois State University Registered Student Organization, in consideration of participating in this public service activity, in consideration of payment for the work done, do each, and each of its members, executors, heirs and assignees of its members, hereby release discharge from liability Illinois State University, and the Student Government Association, for all claims and damages arising out of its members having full knowledge of the risks of such activities and assume such risks involved with working the community clean-up program.

PRESIDENT/CHAIRPERSON SIGNATURE: _____ DATE: _____

FOR SGA ADMINISTRATIVE USE ONLY

VERIFICATION OF RSO STATUS
STUDENT ORGANIZATION SUPPORT & INVOLVEMENT STAFF SIGNATURE: _____ DATE: _____

VERIFICATION OF CLEAN-UP
SGA EXECUTIVE STAFF MEMBER IN CHARGE SIGNATURE: _____ DATE: _____

APPROVED FOR PAYMENT
CHIEF OF STAFF SIGNATURE: _____ DATE: _____ ADVISOR SIGNATURE: _____ DATE: _____