STUDENT ORGANIZATION MAILBOX/STORAGE SPACE APPLICATION

On campus mailboxes and storage space are two of the many services offered to registered student organizations. Organizations benefit from these services by being able to communicate both on and off campus with others and having storage space that will enable those organizations without office space to store their belongings. All service is available on a first come, first served basis.

MAILBOX

Mailboxes are located in Campus Programs, 340 CCC. A key will be distributed to each organization to access their assigned mailbox. Mail can be picked up Monday through Friday between 8:30 a.m. and 4:45 p.m. IT'S VERY IMPORTANT THAT ALL INCOMING/OUTGOING MAIL HAVE THE APPROPRIATE ADDRESS LISTED BELOW:

[ORGANIZATION NAME HERE]
Mailbox #
UIC Campus Programs, Room 340CCC, MC118
750 South Halsted Street
Chicago, IL 60607-7012

STORAGE SPACE

Lockers are located on the 3rd and 4th floor near student organizations offices. A combination lock is utilized to secure the organizations belongings.

(Please cut and keep for your own records)

Organization Name:_____

Position:_____ **E-mail:**_____

Home or Campus Address:_____

City_____**State**_____**Zip**_____

Please indicate preference: **Mailbox** | **Locker**
Please circle one: **Renewal New Request** | **Renewal New Request**

Print Name:_____

Signature:_____ **Date:**_____

OFFICE USE ONLY

DATE RECEIVED_____

STAFF INITIALS_____