

Letter of Affiliation

Purpose:

This LETTER is documented support that the GROUP seeking to REGISTER has received approval from the PARENT organization to operate on campus under the registered name for ONE FULL YEAR.

5 Key Definitions:

GROUP – the active/currently registered students that have come together to apply as a registered student organization. Until the group receives an approval from CSI, the group is not active nor registered.

LETTER – document, on the parent organization's letterhead, with a signature from the parent organization saved as a pdf. Emails, word documents etc. are not approved for submission. Documents without a signature from an authorized official are not approved.

ONE FULL YEAR – the time a letter of affiliation is "active." The letter of affiliation is active until the END of the academic year. Letters received in the Spring semester for the following Fall are active until the next registration period.

PARENT – the governing organization on a local, state, regional, national, international level that grants the organizing group permission to function on UIC's campus.

REGISTER – the outlined process that CSI manages that allows groups of students to apply to become a registered student organization. Groups must complete the process prior to acting as a registered student organization.

SAMPLE AFFILIATION LETTER BELOW-

DATE (MM, DD, YYYY)

This letter grants the student organizers of (INSERT NAME OF ORGANIZATION – the use of UIC in the prefix is not allowed) to organize on UIC's campus (NOTE that your group is registering with the University and not with a department or college).

(INSERT NAME OF ORGANIZATION) grants permission for this group to organize and operate. This letter will expire (ONE YEAR FROM DATE AT THE TOP OF THE LETTER).

Signed,

SIGNATURE

(Organization officer responsible for growth, expansion, development)