

MAILING FOR ON-CAMPUS STUDENT MAILBOXES PERMIT
Ithaca College

Sponsoring Organization: _____ Phone Number _____

Contact Person: _____ E-mail Address: _____

Local Address: _____

1. Requested **DATE(S)** for Mailing: _____

Please Include A Copy Of Your Letter / Flyer With This Application

2. Food Guidelines Received By (if applicable): _____ Date: _____

- **Please have the appropriate authorized signatures before turning in this form to the Campus Center & Event Services Office (238 Egbert Hall). A signature from the Advisor of the Club/Organization is required. The Team Coach and Athletic Director are required to sign for intercollegiate athletic teams.**

SIGNATURE: _____ DATE: _____
(Club/Organization Advisor)

SIGNATURE: _____ DATE: _____
(Athletics – Team Coach or Athletic Director)

I have read the Ithaca College Solicitation and Advertising Policy and promise to abide by the regulations existing as of this date. Failure to abide by this Policy is a direct violation of the Ithaca College Student Conduct Code and is subject to judicial action.

I understand that acceptance of this agreement by Ithaca College in no way lends the College's endorsement to the product, idea, or program in question.

SIGNATURE: _____ DATE: _____
(Applicant)

IMPORTANT: You **MUST** bring this permit with you when requesting an Extension on the existing date(s) / time(s) of this permit. There will be a \$5.00 replacement fee for ALL lost permits.

For Campus Center & Event Services Office Use Only

APPROVED DISAPPROVED INITIALS _____ DATE _____

COMMENTS _____