



REVISION NO.: 01
REVISION DATE: Feb.12, 2014

PERMIT TO COLLECT ANNUAL MEMBERSHIP FEE

GUIDELINES
NO STUDENT ORGANIZATION, GROUP OF STUDENTS, PARTY OR PARTIES SHALL COLLECT, SOLICIT AND RECEIVE FUNDS, CONTRIBUTIONS, DONATIONS OR ANY FORM OF EXACTION FROM STUDENTS FOR ANY PURPOSE OR PROJECT, EXCEPT FROM THEIR OWN MEMBERSHIP OR OFFICIALLY APPROVED PROJECTS.
NO STUDENT ORGANIZATION, GROUP OF STUDENTS OR ANY INDIVIDUAL STUDENT IS/ARE PERMITTED TO ENGAGE THE ASSISTANCE, SERVICES OR REPRESENTATION OF ANY DEPARTMENT OF MCL, ANY MEMBER OF MCL'S FACULTY MEMBERS AND/OR NON-TEACHING EMPLOYEES IN COLLECTING, SOLICITING OR KEEPING OF THE SAID FUNDS, COLLECTIONS OR DONATIONS.
STUDENT ORGANIZATIONS MAY COLLECT A REASONABLE AMOUNT AS ANNUAL MEMBERSHIP FEE FROM THE MEMBERS PROVIDED, HOWEVER, THAT EVERY COLLECTION SHALL BE CORRESPONDINGLY COVERED BY A RECEIPT ISSUED BY THE TREASURER OF THE ORGANIZATION.
COLLECTIONS AND DUES SHALL NOT EXCEED THE AMOUNT STATED IN THE APPROVED PERMIT.
COLLECTIONS SHALL BE SOLICITED ONLY FROM REGISTERED MEMBERS OF THE ORGANIZATION.

OFFICIAL FULL NAME OF THE ORGANIZATION	SHORT NAME OF THE ORGANIZATION

ANNUAL MEMBERSHIP FEE (AMOUNT IN WORDS)	AMOUNT IN FIGURES

JUSTIFICATION

SUBMITTED FOR AND IN BEHALF OF THE STUDENT ORGANIZATION		
PRESIDENT	SECRETARY	TREASURER

ENDORSED BY	APPROVED BY
ADVISER	HEAD, CENTER FOR STUDENT ACTIVITIES AND DISCIPLINE



REVISION NO.: 01
REVISION DATE: Feb.12, 2014

PERMIT TO COLLECT ANNUAL MEMBERSHIP FEE

GUIDELINES
NO STUDENT ORGANIZATION, GROUP OF STUDENTS, PARTY OR PARTIES SHALL COLLECT, SOLICIT AND RECEIVE FUNDS, CONTRIBUTIONS, DONATIONS OR ANY FORM OF EXACTION FROM STUDENTS FOR ANY PURPOSE OR PROJECT, EXCEPT FROM THEIR OWN MEMBERSHIP OR OFFICIALLY APPROVED PROJECTS.
NO STUDENT ORGANIZATION, GROUP OF STUDENTS OR ANY INDIVIDUAL STUDENT IS/ARE PERMITTED TO ENGAGE THE ASSISTANCE, SERVICES OR REPRESENTATION OF ANY DEPARTMENT OF MCL, ANY MEMBER OF MCL'S FACULTY MEMBERS AND/OR NON-TEACHING EMPLOYEES IN COLLECTING, SOLICITING OR KEEPING OF THE SAID FUNDS, COLLECTIONS OR DONATIONS.
STUDENT ORGANIZATIONS MAY COLLECT A REASONABLE AMOUNT AS ANNUAL MEMBERSHIP FEE FROM THE MEMBERS PROVIDED, HOWEVER, THAT EVERY COLLECTION SHALL BE CORRESPONDINGLY COVERED BY A RECEIPT ISSUED BY THE TREASURER OF THE ORGANIZATION.
COLLECTIONS AND DUES SHALL NOT EXCEED THE AMOUNT STATED IN THE APPROVED PERMIT.
COLLECTIONS SHALL BE SOLICITED ONLY FROM REGISTERED MEMBERS OF THE ORGANIZATION.

OFFICIAL FULL NAME OF THE ORGANIZATION	SHORT NAME OF THE ORGANIZATION

ANNUAL MEMBERSHIP FEE (AMOUNT IN WORDS)	AMOUNT IN FIGURES

JUSTIFICATION

SUBMITTED FOR AND IN BEHALF OF THE STUDENT ORGANIZATION		
PRESIDENT	SECRETARY	TREASURER

ENDORSED BY	APPROVED BY
ADVISER	HEAD, CENTER FOR STUDENT ACTIVITIES AND DISCIPLINE