

**UC San Diego Staff Association - Affiliate Group  
Registration Form**

Please check one of the following:      Annual Registration      New Registration

Name of Association/Group:

Primary Contact:

Mail Code:

Telephone:

When did your most recent elections occur:

The association's/group's funds will be deposited:

What are the membership dues?

Please describe the association's/group's procedures for financial records, funds received and expended:

List any University services which the association/group anticipates using:

Present Officers: List principle officers or representatives of the association who will be authorized to reserve facilities, order University services, make purchases, sign University documents, and sponsor external associations or individuals to use University facilities:

Name	Association Position	UC San Diego Department/ Email /Telephone

As officers/representatives of the association, we, the undersigned understand that:

1. The University of California San Diego (UC San Diego) encourages participation in University related associations/groups; registration of this association/group does not imply sponsorship or endorsement by the University.

2. The University of California and all abbreviations thereof, e.g., UCSD or UC San Diego, is a corporate name and the use of this name on stationary, in public literature, in connection with financial and legal commitments is reserved for official University business through delegated authority. An authorized University officer must approve any use of the University's name by the association/group.
3. All fundraising must be approved by an authorized officer of the University. The University reserves the right to specify accounting procedures, audit financial records, and approve literature for such fundraising. (See [PPM 510-1: Use of University Properties, Section XI – Fund Raising](#))
4. The University is not responsible for financial and legal commitments/obligations of the association/group. The officer/representative of the association/group who authorizes orders for University services or who sponsors an external agency/individual to use University properties in accordance with the University's policies and procedures is responsible for expenses or losses incurred by the University.
5. In compliance with UC policies, state and federal law, the bylaws, practices, procedures, and policies of the association/group do not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, status as a Vietnam-era veteran or special disabled veteran, or any other protected category. The non-discrimination policy covers association/group membership and access to association/group programs and activities.

The undersigned have read [PPM 510-1: Use of University Properties, Section IV – Authorized Users](#), and will comply with these and other pertinent University policies, procedures and regulations.

**Signatures of Officers/Representatives:**

Signature	Type/Print Name	Date
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Signature	Type/Print Name	Date
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Signature	Type/Print Name	Date
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Signature	Type/Print Name	Date
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Please submit completed form with the association/group bylaws or constitution to Pauline France at [pfrance@ucsd.edu](mailto:pfrance@ucsd.edu).

**UC San Diego Human Resources Authorized Approval:**

Signature	Type/Print Name	Date
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