Registration Form for Student Organization Events with Minors

All student organizations, including school-based student organizations, sponsoring events with minors must register the event with the Division of Student Affairs through the William Pitt Union and O’Hara Student Center Reservations Office.

Student Organization Name: ________________________________
Contact Name: __________________________________________
Contact E-mail: ___________________ Contact Phone: __________
Contact Signature: ________________________________ Date: __________
Advisor’s Name: ________________________________
Advisor’s Email: ________________ Phone: ____________________

Name of Event: ________________________________________
Event Description (detailed):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date(s) of Event: Start Date: ______________ End Date: ___________
Time of Event: ____________
Location of Event: ________________________________
How many minors will be in attendance at this event? _________ Age Range: _________

Please identify the “Individuals with Clearances” who will be present during the event:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Is this a recruitment event? ____ Yes ____ No

Please submit this registration form to wmpittun@pitt.edu at least 5 days before the event.