



# Center for CAMPUS LIFE

## MAILBOX APPLICATION

Please fill out this form if you would like to use the Center for Campus Life 2031 Mail **Stop (2<sup>nd</sup> floor Student Union Building)** as the organization's on-campus mailing address. Normal office hours are between 8:00 a.m. and 5:00 p.m. Monday – Friday. Mail boxes are small. Mail will need to be removed regularly. Failure to retrieve mail regularly may result in a loss of mailbox privileges.

Name of Organization: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Correspondance mailed from off-campus to your organization can be addressed as follows:

**Your Organization's Name**  
**P.O. Box 42031 - (your assigned box number)**  
**Lubbock, TX 79409**

**Office Use Only:**

Assigned Box Number: 2031-\_\_\_\_ Renewed By: \_\_\_\_\_ On Date: \_\_\_\_\_

## MAILBOX RENEWAL

If your organization already has a mailbox with our office, please indicate whether or not you wish to continue its use.

\_\_\_\_\_ Yes, I would like to continue use of mailbox number 2031-\_\_\_\_\_.

\_\_\_\_\_ No, I would like to discontinue use of mailbox number 2031-\_\_\_\_\_.

Name of Organization: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This is only a request for a mail stop. Official e-mail notification of the mail stop number will be sent upon approval of registration.**