



THE CENTER FOR STUDENT INVOLVEMENT

CSI Use Only

SHADOW BOX USAGE AGREEMENT

Please complete and return to the Center for Student Involvement (SC 227) as soon as possible.

Organization Name: _____

List of those allowed access to the Shadow Box

Name: _____

Email: _____ @connect.wcsu.edu

Name: _____

Email: _____ @connect.wcsu.edu

Name: _____

Email: _____ @connect.wcsu.edu

Name: _____

Email: _____ @connect.wcsu.edu

Name: _____

Email: _____ @connect.wcsu.edu

President Information

Name: _____

Email: _____ @connect.wcsu.edu

Signature: _____

Advisor Information

Name: _____

Email: _____ @wcsu.edu

Signature: _____

I. General Information

- a. The intent of shadowbox policy is to permit student organizations to showcase themselves and advertise events.
- b. Since the number of student organizations exceeds the number of available shadowboxes, student organizations that share a common interest (music, sports) are encouraged to apply for a jointly shared box.
- c. To assist newer Student Organizations, two shadowboxes will be allocated for their shared use.

II. Obtaining a Shadowbox

- a. Student Organizations wishing to use a shadowbox must submit an application to the Center for Student Involvement by the deadline establish by CSI.
- b. The Campus & Student Centers Board will review the application and if approved, assign a box.

III. Eligibility

- a. Student Organizations must be in good standing with the Center for Student Involvement.
- b. Student Organizations must be in good standing with the University.
- c. Student Organizations must have been in existence for at least 1 year at the time of application.

IV. Shadowbox Regulations

- a. Shadowbox content must be related to the Student Organization or the University.
- b. Keys to shadowboxes will remain with the Center for Student Involvement. Students who need to update a box will sign out the key with CSI.
- c. Advertising/Promotion of non- organization business is prohibited. However, the box may be used to promote activities that are co-sponsored with an outside organization.
- d. Shadowboxes must be updated at least once a month. Expired information must be removed within 72 hours. Failure to do so may affect renewal.
- e. Student Organizations will lose the right to a shadowbox if any of these regulations are not adhered to.
- f. If a shadowbox is not updated, after 2 months' time the right to use the box will be rescinded and the box will be reassigned.
- g. Inappropriate or offensive content will be cause for immediate loss of a box.
- h. All content must be removed within 48 hours of notification of loss of a box.
- i. The Campus & Student Centers Board will regularly review shadowbox content to ensure it meets regulations.

By signing below, I certify that all the information furnished in this document to be correct and furthermore, I agree to the terms and conditions listed on the Shadow Box Policy form.

This form can be referenced at any time in the CSI (SC227) or the CSC (SC220.)

Name of person completing this form: _____

Signature of person completing this form: _____

Date of form completion: _____