

## SOCIAL CLUB AUTHORIZATION FORM

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*Prior to completion of this form, please review University Policy 6190, Membership in Organizations, and follow the procedural instructions as noted on the policy.*

Name (Please print): \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Extension: \_\_\_\_\_ Mailstop: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Duration of Membership (e.g., annual, 5-year, lifetime): \_\_\_\_\_

Membership Anniversary Date (mm/dd/yr): \_\_\_\_\_ Initiation Fees: \_\_\_\_\_

Cost: \_\_\_\_\_ per month/year/other: \_\_\_\_\_ (circle one)

Type of membership: Individual  University

Is this membership transferable? Yes  No

Business Purpose of Membership:

I will maintain a detailed log of personal and business use of the club and report that use **quarterly** on the *Social Club Certification and Activity Log* form. I understand that if I fail to submit this form at the end of each quarter detailing use, the entire value of the club membership will be treated as taxable compensation to me. (See the *Social Club Certification and Activity Log* form to find due dates.)

I elect for the entire value of this membership to be treated as taxable compensation to me, thus eliminating the recordkeeping requirement.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

President (or designee) or Appropriate Vice President Authorization:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_