



2011-2012

**CHAPTER
REGISTRATION**

HOW TO COMPLETE THE REGISTRATION FORM

REGISTRATION DEADLINES: To register as an ILSA Chapter for the 2011-2012 academic year, please submit a completed Chapter Registration Form to the ILSA Executive Office. Registration is a two part process:

- 1. Registration Form should be submitted beginning May 1, 2011 and forward, but no later than Dec. 31, 2011.**
- 2. Registration Fees must be submitted by Oct. 31, 2011 else late fees apply.**

DETERMINING ILSA CHAPTER DUES: Annual dues are determined by reference to the nation where the Chapter exists.

Schedule I - US\$225.00 United States

Schedule II - US\$60.00 Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Israel, Italy, Japan, Mexico, Monaco, Netherlands, New Zealand, Norway, Portugal, Singapore, South Africa, Spain, Sweden, Switzerland, Turkey, United Kingdom

Schedule III - US\$30.00 All Other Countries

LATE FEES: A late fee will be owed in addition to the dues amount if Chapter dues are not submitted to the Executive Office by October 31, 2011 (postmark date).

Schedule I: \$60.00

Schedule II: \$30.00

Schedule III: \$10.00

CHAPTER CONTACT INFORMATION: It is important to ensure continuity within your Chapter and with the ILSA Executive Office. To do so, we request that the Chapter contact information (both mailing and email addresses) be a school or other institutional address, rather than the personal contact information of an Officer.

CHIEF OFFICER INFORMATION: Enter the contact information of your Chapter's chief officer (President, Chairman, etc.) in the "Chief Officer Information" section. Please note that all correspondence from the ILSA Executive Office will be sent to the Chapter address.

FACULTY ADVISOR INFORMATION: Enter the contact information of the Chapter's Faculty Advisor information in the "Faculty Advisor Information" section.

PAYMENT METHOD: Please check the box that corresponds to your payment method: check enclosed; check to come; or credit card payment (Visa, MasterCard or AmEx). ILSA can only accept checks from United States banks.

JESSUP TEAM DISCOUNT: Schools registering a team for the 2012 Philip C. Jessup International Law Moot Court Competition will receive a discount on Jessup registration fees if an ILSA Chapter exists at the school and the Chapter is in good standing with the ILSA Executive Office. To be in good standing, an ILSA Chapter must submit its Chapter Registration and dues to the ILSA Office by the dates indicated above.

MEMBERSHIP LIST: Each Chapter must submit a Chapter Membership List by email to the ILSA Executive Office by October 31, 2011 (post-mark date). Updated lists of additional members are accepted until January 31, 2012 (postmark date). Members' email addresses should be included.

2011 - 2012 ILSA CHAPTER REGISTRATION FORM

PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY

SCHOOL NAME: _____

CHAPTER ADDRESS: _____

Street

Office/Room/Box #

City

State

Postal Code

Country

Chapter Email: _____ Other: _____

CHIEF OFFICER INFORMATION: Please complete the following section with the contact information for the Chief Officer elected to serve in the 2011-2012 academic year.

Name: _____ Year in School: _____

Address: _____

Street

Room/Apt. #

City

State

Postal Code

Country

Phone: _____ Email: _____

FACULTY ADVISOR INFORMATION:

Name & Title: _____

Address: _____

Street

Room/Apt. #

City

State

Postal Code

Country

Phone: _____ Email: _____

2011 - 2012 ILSA CHAPTER DUES PAYMENT FORM

MEMBERSHIP LIST: Please submit a list of members to the ILSA Executive Office by October 31, 2011 (postmark date). Membership List updates accepted until January 31, 2012 (postmark date).

PAYMENT OPTION:

- A check (from U.S. Bank only) or money order in the amount of \$_____ made out to the "International Law Students Association" is enclosed. *If using a personal check, please clearly print the school's name in memo section.*
- Chapter dues in the amount of \$_____ should be charged to the credit card account below (**MasterCard, American Express, VISA**):

Credit Card Member _____ Expiration Date __ / __ / __

Credit Card Number _____ / _____ / _____ / _____ Please Circle: MC, VISA, AmEx

Billing Address _____

Signature of Card Member _____ Date __ / __ / __

IMPORTANT

Jessup Team Discount: Schools registering a team for the 2012 Philip C. Jessup International Law Moot Court Competition will receive a discount on registration fees if an ILSA Chapter exists at the school *and is in good standing with the ILSA Executive Office.*

Late Fees: If Chapter Registration Fees are not submitted by the October 31, 2011 deadline (postmark date), a late fee will be applied to 2011-2012 Chapter Dues (Please see 'Late Fees' in the instructions).

Final Deadlines: **2011-2012 Chapter Registration forms will not be accepted after December 31, 2011.** If registration and dues are not submitted by this date, the Chapter will not be considered in good standing for the 2011-2012 academic year.

CHIEF OFFICER'S SIGNATURE

I, _____, 2011-2012 Chief Officer of the
Chief Officer's Name

ILSA Chapter at _____ have read and understand the information above.
School's Name

CHIEF OFFICER'S SIGNATURE _____ Date _____