



Student Organization Mail Policy

The Student Organization Resource Center (SORC) provides mail service for all recognized student organizations. This service includes the collection and distribution of **BUSINESS MAIL ONLY!**

Eligibility

Student organizations must be an active and affiliated student organization through the office of Student Life at Cal State Fullerton.

Policy and Guidelines

- Mail service must be used to receive business correspondence ONLY.
- Mail is distributed Monday through Friday, 8:00am-5:00pm in TSU 247.
- A club member must be responsible for picking up incoming mail weekly.
- All mail that is not retrieved within 30 days will be shredded.
- Off campus organizations Do Not have access to distribute mail to student organizations.

SORC Address

- If you would like to use the SORC mail services, please have your mail addressed to:

Name of Student Organization

800 N. State College Blvd

Titan Student Union TSU-247

Fullerton, CA 92834

Contact

- If you have any questions, please contact the Student Organization Resource Center at (714) 278-7622 or by email sorc@fullerton.edu.

