TO:   All Registered Student Organizations
FROM:  Maryann Wilcox, Coordinator of Registered Student Organizations
SUBJ:   End of Year Organization Checklist
DATE:  April 21, 2014

☐ Once your organization has had its officer elections for Academic Year 14/15, please update your Involvement Link page so that the new officers will receive important messages from Student Activities and the Undergraduate Student Government.

☐ Please verify with your advisor that they will be able to advise your organization in 14/15. If you choose a new advisor, please update Involvement Link to reflect this change.

☐ If your treasurer is not returning in 14/15, please be sure the new treasurer’s name is added to the organization’s bank account. Organizations should have two active members listed on their account at all times.

☐ Your mailbox in the Student Organizations Office (MUB 106) must be emptied out by Friday, May 2, 2014. Student Activities will be cleaning them out the following week. Any mail received for your organization during the summer months will remain in MUB 106 until fall semester unless you have one of your members available to pick it up.

☐ Your swipe access to MUB 106 will expire at the end of this semester. If you would like access for the summer months, please email your request to karma@mtu.edu and include your name, university email address, organization and position.

☐ Please be sure that all outstanding balances with the USG and other University departments are reconciled before the end of the semester.

☐ If your organization purchased or acquired new equipment this academic year, please update your inventory list on Involvement Link. If you purchased equipment that has a replacement value of $500 or more, contact me for tagging instructions.

Let me know if you have any questions. Have a great summer!