Dear Student Organization Officers,

As we wrap up another great year, please take care of the following items before leaving campus for the summer:

• Update your organization roster on Involvement Link with new officers if your organization recently held elections. Officers receive important communications throughout the summer regarding events, volunteer opportunities, funding, training, re-registration and more. Student Activities uses the titles of President, Vice President, Secretary and Treasurer to create mailing lists, so please make sure your officers are labeled accordingly.

• If your organization members are graduating and have University keys to rooms or buildings, please have them return the keys to Public Safety and Police Services or to the appropriate departmental coordinator. If your members have keys to the Memorial Union Building rooms, please return them to the Manager’s Office, MUB 101.

• It would be a good idea to verify with your organization’s advisor that they are available to be your advisor for next school year. Be sure to update Involvement Link with any new changes. Let me know if you need assistance in locating a new advisor.

• If your organization has elected a new treasurer, be sure to transfer ownership of your banking account to the new officer. It’s more difficult to do this once your former treasurer leaves campus.

• Your mailbox in MUB 106 must be emptied out by Friday, April 29. Student Activities staff will be cleaning out the mailboxes the following week.

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

• Please be sure that all outstanding balances with the USG and other university departments are reconciled before you leave for the summer. USG reimbursement requests were due on April 11. Your USG allocation must be used by the end of the school year in accordance to the USG constitution. There will be no reimbursements during the summer months.

• 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.

• Start thinking now about your organization’s participation in two great fall events - K-Day on Friday, September 9, and Parade of Nations on Saturday, September 17. More information to follow on K-Day in a couple of weeks; and information on the 2016 Parade of Nations can be found at http://www.mtu.edu/international/events-programs/parade-nations/.
• Mark your calendars for the Fall Student Success Summit to be held on Saturday, October 8, 2016! A day-long conference for students is being planned as a collaborative effort between various campus departments. The project is led by the Waino Wahtera Center for Student Success.

Have a great summer and looking forward to working with you again in the fall!

Maryann

Maryann Wilcox
Coordinator of Student Activities
Registered Student Organizations
Michigan Technological University
Memorial Union Building 112
Houghton, MI 49931
906-487-2402