August 2014

Welcome back to campus! Please read through the following information which will help your organization through another successful year. If you need assistance with any of the items, feel free to stop by my office in MUB 112, Student Activities.

- Each student organization is assigned a **mailbox** in MUB 106, the Student Organizations Office, and your mailbox must be checked at least once per week by one of your members. The mailboxes are used for important communications to organizations as well as campus events that might interest you.

- The correct **mailing address** for your student organization is as follows:

  ORGANIZATION NAME  
  Michigan Technological University  
  106 Memorial Union Building  
  1400 Townsend Drive  
  Houghton, MI 49931

  Please make sure that your banking statements are addressed in this fashion. Any mail that is addressed to an individual rather than the organization will be “returned to sender.”

- Organizations must complete the **annual re-registration** requirements in order to maintain their registered student organization status at Michigan Tech. Materials will be placed in organization mailboxes soon. New for 2014, the required annual training for advisors and presidents is now offered online as a canvas course! You will be notified via email when the course is available to you. All re-registration components must be completed by Friday, October 3 at 5:00 PM.

- All students are welcome to use the **available computers** in the lounge area of MUB 106. Log in with your username and ISO password.

- Registered student organizations may use the **photocopier** in MUB 106. Please ask the USG or Student Activities staff for the code that has been assigned to your organization and share it ONLY with other officers in your group. Your organization will be billed for all copies made. Don’t forget to logout when you are through!
For larger print jobs (over 50 color copies or 100 B&W copies) it is recommended that you use Printing Services, Admin G30, at 487-2347. Large print jobs done on the photocopier are more costly for your organization and tend to jam the machine because of excessive ink on the rollers. For banner printing, visit the Van Pelt Library’s Digital Studio on the second floor, or call 487-2508.

The photocopier in MUB 106 is now equipped with a fax machine and color scanner that students organizations can use. You will need your organization code to access these features.

For the fax machine, enter your code, then press “fax”, enter the phone number, press “OK”, then “start.” Dial “8” to get outside the University; then”1” for long distance, then the 10-digit number. For campus departments, dial “7” then then the 4-digit extension.

For the scanning feature, enter your organization’s code, press “send”, click on “email”, enter your email address, select “OK”, and then “start”. Be sure to log out after each use!

Organizations that have office space in MUB 106 may get card swipe access by emailing Student Activities at activities@mtu.edu with their organization name, member name(s), position(s), and Michigan Tech email address(es).

In order for student organizations to pay for campus services including Catering, Mail Services, Print Services, the Outdoor Adventure Program, and the Van Pelt Library, you must complete an Account Use Approval Form, which you can get from the USG desk or Student Activities, MUB 112.

All students who are traveling more than 50 miles from campus on behalf of a registered student organization must complete a Registered Student Organization Travel Policy form. This form must be completed and returned to Student Activities at least 2 days prior to travel. Registered student organizations must comply with this policy regardless of the funding source for their travel.

For organizations that wish to rent vehicles from Husky Motors, a Vehicle Request Form must be completed and signed by Student Activities at least 7 days prior to travel. In order to rent a 12 or 15-passenger van, you must be van certified (visit Husky Motors on the Facilities Management website for more information).

Feel free to contact me if you have any questions.

Maryann Wilcox
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Registered Student Organizations
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