

End of Year RSO Memo

Spring 2021

Hello RSO's!

We here at Student Leadership & Involvement are so proud of all of the amazing Registered Student Organizations at Michigan Tech and your many wonderful achievements this academic year. We know it hasn't been easy and we want to thank everyone for their dedication and tenacity.

As we begin to wind down this semester, here are a few important things to consider.

1. Before the end of the semester, please update your [Involvement Link](#) profile including:
 - a. [Updating officers](#)
 - i. Without updated officers, the appropriate people may not receive important updates about the beginning of the Fall 21 semester, RSO Re-Registration, and K-Day.
 - b. [Uploading any documents](#) such as budgets, updated officer materials, or plans for next semester.
 - c. [Updating your org's information](#)
 - d. Update your inventory list.
 - i. If you purchased equipment that has a replacement value of \$500 or more, contact rso@mtu.edu for tagging instructions.
2. Remember to utilize the [RSO Resources](#) section on the SLI webpage to assist with the most common RSO questions and procedures.
3. If you are leaving Michigan Tech and have University keys for building *other than the Memorial Union Building*:
 - a. Return your keys to Public Safety and Police Services as soon as possible. Keys can be dropped off 24/7 in an envelope clearly labeled with your name, Michigan Tech email, and the room the key is for.
4. Verify with your RSO advisor(s) that they are available for the 21/22 academic year.
 - a. Forward the names of any new advisors to rso@mtu.edu.
 - i. Be sure to update your Involvement Link with any changes.

- b. Let SLI know if you need assistance finding a new advisor.
- 5. MUB 106
 - a. Your swipe access to MUB 106 will expire on April 30th.
 - i. If you would like access for the summer months, please email your request to activities@mtu.edu and include your name, RSO, and your position within your organization.
 - b. Your mailbox in MUB 106 must be emptied out by Friday, May 7th.
 - c. If you have keys to the Memorial Union Building, please return them to the Manager's Office, MUB 101, between 8 am and 5 pm Monday-Friday.
- 6. Remember to transfer ownership of your bank account to any new officers, if applicable. It's more difficult to do this after the semester ends.
- 7. Please be sure that all financial charges with the USG and other university departments are reconciled before you leave for the summer. Contact usg-treasurer@mtu.edu with any questions.
 - a. The deadline for submitting your RSO's Reimbursement requests was April 12th
 - b. Advance of funds requests for summer will be accepted until April 26th, 2021 at 5 pm.
 - c. No expired checks will be reissued after April 30th, 2021 at 5 pm.
- 8. Don't forget to fill out [this form](#) gathering information for RSO's interested in hosting an event during Orientation 2021.
- 9. Start thinking now about K-Day and the Parade of Nations.
 - a. You can register for K-Day [HERE](#) and the theme is summer camp! (Please make sure you know your RSO's plan for your booth before registering).
 - b. Info on the Parade of Nations can be found [here](#).

Please don't hesitate to contact us with any questions by emailing rso@mtu.edu!

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