

Office of Student Programs

www.mtholyoke.edu/go/students



End of Year for RSOs (Registered Student Orgs)

327
Blanchard
Campus
Center

Phone
538.2478

Fax:
538.2431

Return 2008-2009 Spring Directory Form for RSOs

(Registered Student Orgs)

- Indicates intent to register in the fall
- Informs community of contact info
- Enables the org to receive messages from Student Programs

Due by Friday, May 9.

Pack Up Org Belongings

Organization materials can be stored in the Org Workroom, Blanchard 304.

1. Materials must be stored in a closed box, secured, and well labeled with your org name and date.
2. Materials that are not labeled or boxed will be disposed of during the summer.
3. If you have valuable org materials or equipment that require storage, please contact John Laprade jlaprade@ to discuss options.
4. Any personal items will be donated to charity.

Elect officers before finals.

SGA Financial Records

- Plan Ahead: **The SGA Business Office will close** on the last day of classes, **Tuesday, May 6**. All deposits to and check requests from your org accounts must be completed before this date!
- All audits** must be completed before Reading Days. Failure to have an audit will result in a 10% deduction on your next application.
- Ways & Means** will hold office hours over **READING DAYS**, 12N-5pm to collect financial records—ledgers, binders, etc.
- Treasurer Training** will be held in September.

Save The Dates! Tell the new officers!

- Orientation 101**, Sunday, August 31
If your Org wants to participate, be in touch with the O-board at: donah20m@ OR banas20k@.
- Mandatory RSO (Registered Student Org) Session**
Attendance is required at one of these two dates:
Friday, Sept 5 OR Thursday, Sept 9
- Student Org Fair**, Thursday, September 11
- SGA A Capella Jam followed by,**
- Get The Scoop**, Friday, September 5
- Nightfest**, Saturday September 6
- Treasurer Training** in September