



*Student Organizations Office
106 Memorial Union Building*

906-487-2402 FAX 906-487-3158

Date: August 25, 2008
To: Student Organizations
From: Carol Janisse, Student Organizations Secretary
Re: Welcome Back!!!

Welcome back! I hope this is the start of a great new academic year for everyone. Please let me know if there is anything I can do to help. Read through this memo and save it for important information.

1. Swipe Card Access to the Student Organizations Office – MUB 106

The Student Organizations Office is open from 8:00 to 5:00 pm, Monday through Friday. Members of your organization who are:

- 1) Officers
- 2) Committee Chairs

may apply for swipe card access to MUB 106, if it is necessary for them to use the office outside of the regular business hours listed above.

In order to preserve security for each organization located here, permission for outside regular business hours access is granted on a limited basis.

Please complete a request for swipe card access to MUB 106, which can be obtained from me, for essential members of your organization, and return to me by Friday, September 12.

2. USG Account Number & Payment of Outstanding Accounts

Remember that there is a form that MUST be filled out in order to receive ANY campus services. These campus services include, but are not limited to: MUB catering, bowling, Mail Room, Print Shop, Motor Pool, etc. This form was created to eliminate confusion and to ensure that only registered student organizations (RSO's) in good standing receive these services. You can obtain these forms from me, as needed. Your organization's ACCOUNTS MUST BE PAID IN FULL in order to use one of these forms.

Once the form is filled out, you can present it to the proper campus department and they will charge USG for the service. Monthly bills will then be generated and put in each respective group's mailbox. Payment can then be made to me. If paying by check, please make the check out to USG.

3. Student Organization Use of Copy Machine & Fax Machine

New PIN numbers have been issued to all registered student organizations for the copy machine. PIN numbers will be given only to those groups whose ACCOUNTS ARE PAID IN FULL. Please see me for your new code. This is your code for your group only and copies made on this code will be billed to your organization. Remember to protect your code and not give this out to other people. Colored paper is available to make your copies, but only when using the USG copier. Copies are billed to your group @ .06c/copy.

A fax machine is also available for your use. If you make personal faxes you need to pay .25c/page, paid to me. If you're sending a fax for your group it can be billed .25c/page. In either case you will need to fill out the fax log sheet located by the fax in the USG office.

4. Your Mailbox & Correct Address for Your Organization

Each registered student organization has a mailbox in Rm 106, MUB.

Please pick up your mail from your mailbox at least weekly! Special notices, bills, bank statements and other important mail accumulate quickly so it needs to be checked on a regular basis.

Mail left unclaimed after 60 days in your mailbox will either be thrown away or, in the case of first class mail, will be returned to sender.

When putting notices in the mailboxes, use regular paper size, 8 1/2 x 11. If you're using larger paper you will need to fold it so it's not sticking out of the boxes covering the mailbox names.

Correct Mailing Address: YOUR ORGANIZATION NAME
Michigan Technological University
106 Memorial Union Building
1400 Townsend Drive
Houghton, MI 49931

5. Registering Your Student Organization EACH Year

Complete the **ANNUAL** registration form as requested by the *Office of Student Activities*. You can complete this online at the following web site:

www.sa.mtu.edu/so/

Your organization **MUST BE REGISTERED** by the 4th Friday of the fall semester, September 26, 2008. Please add new officers and remove old members who are no longer active. If you need help with this, please see me. (If your organization is not registered it can't use university funds or services.)

6. Miscellaneous

Room Reservations

MUB: Go to the following link and click on room requests: <http://www.mub.mtu.edu/>

Residence Halls: <http://www.housing.mtu.edu/>

Other campus buildings:

See Carol Frendewey at Office of Student Records and Registration, Rm 110, Administration Building or

<https://www.admin.mtu.edu/em/services/classroom/roomschd.php>

SDC: See Dawn Doyle at the Student Development Complex, Rm 142 or

<http://webforms.aux.mtu.edu/webforms/sdc/facilityform.cfm>

Student Group SDC Facility Rental Policy

Michigan sponsored and/or sanctioned individuals or groups using a room in the SDC for an activity without admission charge during regular business hours, will generally not be charged a rental fee for the room. **ANY GROUP OR INDIVIDUAL CHARGING A FEE FOR ADMISSION OR ATTENDANCE WILL BE CHARGED A RENTAL FEE IN ACCORDANCE WITH THE ESTABLISHED RENTAL RATES.** The final decision shall be at the discretion of the SDC management. Certain areas are only available on a rental fee basis.

Announce Your Organization's Events: A few years ago we started a Weekly Students News brief. You can announce your organization's event as long as it's open to the public by emailing me at the following address: (Put "Newsbrief Submission" in the subject line.)

cjaniss@mtu.edu

The Weekly Students' News brief comes out every Friday. So you will need to plan accordingly and get your group's information in by 5:00 pm on a Thursday in order to have it in the weekly news brief for the following Friday (next day). This weekly news brief goes out to all registered student organizations, the org presidents and the org advisors. We will run your announcement for up to two weeks.

MUB Kiosk Space: Signup sheet for student organizations to reserve MUB kiosk space to advertise their upcoming activities. See me in the Student Organizations Office in the MUB to sign up sheet and for the key. Organizations can run their advertisements for two weeks at time. Or you can fill out a form on-line at:

<http://www.sa.mtu.edu/stulife/stuorg/kioskregistration/index.html>

Stop by my desk, call, or send an email to me if there's anything I can do to help you... or just to say hi. Hope you have a fantastic year! I'm looking forward to working with you and helping you in any way I can.

Carol Janisse
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