



2008-2009 RSO End Of Year Packet

**Enclosed please find important dates and
information for the end of spring semester/summer break.**

**Please complete the required electronic forms referred to later in this packet
by Wednesday May 27th.**



ATTENTION RSO PRESIDENTS:

As the end of the semester draws to a close, several very important end-of-year procedures must be completed before you leave campus. This packet contains an End-Of-The-Year checklist as well as information on required electronic forms. Please read over carefully and complete the required electronic forms referred to in this packet by **Wednesday May 27th**. If you have questions, please call the Activities & Programs Office (302) 831-2428 or e-mail SC-AandP@udel.edu.

In addition, please make sure you check your **udel account** all summer, especially if you are the president. Do not forward your account to another account (hotmail, gmail, yahoo, etc) many of those accounts will block UDel email as spam. You are responsible for reading all emails that come from this office.

Have a great summer and thanks for your hard work and efforts in supporting your Registered Student Organization this year!!

END-OF-THE-YEAR PROCEDURE CHECK LIST

Please use this checklist to make sure you complete all the necessary procedures and proper forms to conclude your group's activities for the 2008-2009 academic year.

- ❑ Complete the **Change of Officer Contact Information Form**.
- ❑ **Fall Activities Night** - Complete the online **Fall Activities Night Registration Form**
- ❑ **Treasury Books**-Have your treasurer check with Nancy Kennedy in TUC 218 to ensure that all bills are paid and sufficient funds are left in your checking account to cover pending bills. Treasurers are to return treasury books any time between **Monday, May 18, 2009 through Wednesday, May 20, 2009. A separate email has been issued to the treasurers.**
- ❑ **For groups with web pages**- You may still access your web pages over the summer. Please note that only people who are currently on the access list can make changes. Check with Lori Hill in TUC 217, or email her at lhill@udel.edu, to verify who is currently authorized.
- ❑ **Empty your mailboxes from TUC 218 or Perkins 107.** Mailboxes in all locations will be cleaned out by June 6, 2008. Outdated mail will not be maintained.
- ❑ **For groups with Office Space in Perkins or Trabant:** Return your keys to the Event Services Office (Perkins Room 107 or Trabant Room 103) by **May 29th, 2009 or you will be billed! You cannot transfer keys to future holders.**
- ❑ For RSO's with Bulletin Boards: Remove out-dated materials
- ❑ Thank your group advisor for helping you this year and inquire if they will continue as your advisor next year. If not you can start seeking a replacement advisor.

IMPORTANT SPRING SEMESTER DATES

Leadership Awards	Thursday May 14, 2009
Spring Treasury Book Return	May 18-20, 2009
Last day to have events	Wednesday May 20, 2009
Reading Day	Thursday May 21, 2009
Commencement	Saturday May 30, 2009
Fall Activities Night	Sunday August 30, 2009

RSO OFFICER CONTACT INFORMATION FORM

All groups who have elected new officers since the Fall 08 Registration Form need to complete the Officer Change of Contact form (R2) found at the link below. Please be sure that the President listed is someone who will have email access over the summer and will be returning to campus in the Fall, as our office sends periodic email updates over the summer.

<http://www.udel.edu/student-centers/AandP/forms/index.html>

FALL 2009 ACTIVITIES NIGHT REGISTRATION FORM

Activities Night is on Sunday 8/30/09 7:00-9:30 pm in the Trabant University Center. Registration is now online! Please go to the website below, read the instructions carefully and submit the form by **Wednesday 5/27/09**

http://www.udel.edu/student-centers/AandP/forms/activities_night/

IMPORTANT REMINDERS FOR TREASURERS

Presidents, please follow up with your Treasurers to ensure they have completed the items listed below, for which they have already received a detailed email.

Deadline to submit Standard Budget Requests for 2009-2010 year is 5/20/09

<http://www.udel.edu/student-centers/AandP/forms/index.html>

Summer Audit of Financial Records:

- 1) ALL financial records of the organization **MUST** be returned to the Activities & Programs Office, 218 Trabant University Center, **MONDAY, MAY 18, 2009** through **WEDNESDAY, MAY 20, 2009**.
- 2) Sufficient funds must be left in the organization's checking account to pay debts that have not been billed (i.e. internal bills such as UD Motor Pool, Quick Copy, Catering, and any outside bills, such as Blue Hen Promotions, etc.)
- 3) Organizations funded by the Allocation Board during 2008-2009 may have a percentage of their unused **ALLOCATED** money returned to the University. Unused funds raised by the group will **NOT** be returned.