**The Bridge**
- Update all organization contact, primary contact, & officer information
- Designate who is the space access administrator for your student organization space (if applicable). Make sure space access administrator(s) are receiving notifications when the space access form has been submitted by one of your members.

**Instructions**
- Make sure all pending and prospective members to your organization have been approved
- Load events and meetings

**StuOrg Administration**
- Renew organization Andrew Email accounts (contact advisor@andrew.cmu.edu)
- Update your websites/facebook
- Check organization mailbox in Cohon Center
- Obtain your copy code for 3rd floor copier
- Tips to Start the Year

**Hosting Blood Drives in the Fall**
Application located on the PACE Bridge page in Forms

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**SEPTEMBER**

**Volunteer Fair**
Fri. 9/2 | 11:30-1:30pm Rangos, CUC

**Fall Activities Fair**
Wed. 9/7 | 4:30-6:30pm CFA Lawn
Registration starts Wed. 8/24

**Mandatory StuOrg Training**
Thurs. 9/1 | 12:15-1:15pm Peter/Wright
Thurs. 9/1 | 6-7pm Connnan Room
Tues. 9/6 | 7:30-8:30pm Peter/Wright
Fri. 9/9 | 11:30am-12:30pm Peter/Wright
all rooms located in Cohon Center
Training Registration

**Authorized Signer Training**
Fri. 9/2 | 1-2:30pm Connnan Room
Tues. 9/6 | 12-1:30pm Connnan Room
Tues. 9/6 | 5-6:30pm M/P/W*
Thurs. 9/8 | 4-5:30pm Connnan Room
*Mckenna, Peter, Wright in Cohon Center
Authorized Signer Registration

**PCard Applications**
Applications will be available on The Bridge and due by 5pm on Fri. 9/2. PCard Application

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**OCTOBER**

**Annual Re-recognition Process: Young Organizations**
Student Organizations that have existed for six years or less will be completing their re-recognition applications in the Fall semester. Please look for a timeline (TBD) on the SBVPO Website. Questions can be directed to sbvpo@andrew.cmu.edu

**Tartans Abroad Funding**
Groups that are planning overseas trips for Winter Break will need to submit an application, due October 31st.

**JFC Process - Funding Eligibility**
If your organization is interested in receiving funds from the Student Activities Fee for 2017-2018, complete the application on SBVPF Bridge page in Forms (must be recognized through Student Government to be eligible). Questions can be directed to sbvpf@andrew.cmu.edu or visit the SBVPF website.

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**NOVEMBER/DECEMBER**

**Late Night**
Is your organization interested in hosting a Late Night in the Spring Semester? Please contact latenight@andrew.cmu.edu.

**SLICE Open House**
Nov. 4/3:30-5pm/Location: SLICE Office, Cohon Center, Suite 103

**PACE Season of Giving**
Due dates for Thanksgiving Baskets and Toys for Tots donations can be found on the Civic Engagement Annual Events website.

**Student Organization Awards & Recognition (SOAR)**
Did you have successful event or know of an outstanding leader? Applications are located in Student Activities Bridge Forms.

**Hosting Blood Drives in the Spring**
Interested in hosting a Blood Drive in the Spring? Visit the Civic Engagement Blood Drives website for more information.
**Student Organization Timeline | 2016-17**

**January**

*Winter Activities Fair*
Wed. 1/25 | 4:30-6:30 pm
Wiegand Gym, CUC
Registrations Opens Wed. 1/11

*Mandatory StuOrg Training*
(new orgs and/or leaders)
TBD
Registration located in Student Activities Bridge [Forms](#)

*Authorized Signer Training*
(new orgs and/or leaders)
TBD
Registration located in Student Activities Bridge [Forms](#)

*Tartans Abroad Funding*
Groups that are planning overseas trips for Spring Break will need to submit an application, due 1/31.

*JFC Process - Budget Process*
Each organization must attend a mandatory info session. Reps will work with groups to upload their 2017-2018 budgets. [BUDGETS DUE LATE JANUARY. DATE TBD.](#)

*Classes Begin | Jan. 17*
*MLK Celebration Day | Jan. 16*

**February**

*Student Org Leadership Transitions*
Update The Bridge to add new leadership and pass down all relevant documents to new leaders.

*Annual Re-recognition Process: Mature Organizations*
Student Organizations that have existed for seven years and more will be completing their re-recognition applications in the Spring semester. Applications will be accessible on an organization’s Bridge page. There will be a “Register” button that shows up.

*Timeline TBD.* For more information, please contact sbvpo@andrew.cmu.edu or visit [SBVPO Website](#).

*Spring Leadership Workshop*
Save the date for the 2017 Spring Leadership Workshop:
Wed. 2/15 | 4-6:30pm
CUC Rangos

**March/April**

*Tartans Abroad Funding*
Groups that are planning overseas trips for Summer will need to submit an application, due 3/31.

*Student Government Elections*
Take your student organization leadership experience to the next level and run for SBP, SBVP, SBVPF, SBVPO or Senate.

*JFC Process - Final Allocations*
- The JFC will send out 2017-2018 budget recommendations at the end of March and appeal meetings are held in early April
- Final 2017-2018 budget allocations will be approved by Senate and GSA at a Joint Meeting in April.

*Note for AB Tech needs*: Please be aware of program needs for events occurring near/after Carnival. AB Tech, due to the extreme volume of events in April and Carnival weekend, may not be able to provide services.

*Student Organization Awards & Recognition (SOAR)*
Applications are due at the end of April.

**May**

*Student Organization Awards & Recognition (SOAR) Reception*
Fri. May 5 | 5-6:30 p.m. | Connan Room, Cohon Center

*End of the year spending deadline*: Thurs. May 11, 2017

*Org Spaces*- Please clean up organization cages/cabinets/offices, throw away old food/projects/event materials/etc. All access will expire on May 31st and forms will be set-up for summer access and the 2017-2018 academic year.

**JUNE**

*Rollover & Debt Forgiveness Requests*- SBVPF will email authorized signers about rollover/debt forgiveness process and timeline. Student Activities will be in touch over May/June as we close books for the fiscal year.

*Last Day of Classes | May 5*
*Reading Day | May 10*
*Senior Week | May 15-19*
*Commencement | May 21*

*Spring Break | Mar. 13-17*
*Spring Carnival Move-On | Apr. 14*
*Spring Carnival | Apr. 20-22*

For updated version: [SLICE—Student Activities website](#)