

**Dean of Students Office**  
**Student Organization Office Allocation Timeline**  
**Fall & Spring 2009/2010**

February 9	Space allocation process for 2009-2010 reviewed and approved by the Director of Facilities Operations. Memo sent out to DOS student staff, SAC/SBU tenants and Student Life Advisory to participate in the committee.
February 20	Email invitation and hard copy memo with a link to the online application to all registered Student Clubs and Organizations.
March 20	Deadline for office space applications.
April 3	Space allocation sub-committee meets to review application and assign space.
April 10	Office space application status sent to all applying organizations and organizations that currently occupy space that failed to complete applications.
April 24	Deadline for appeals of office space allocations.
April 29	Committee meets to review any appeals.
May 1	Space allocation is finalized for the semester. Memos sent out to all clubs that appealed.
May 8	All groups must vacate office and inspect space with the Facilities Manager. All groups that have been assigned keys must return keys back to building Facility Manager. Groups who don't return keys by Graduation will be responsible to pay for re-coring and new keys.
September 11	Second invitation memo and application forms sent out to all registered clubs who missed the first deadline and to all new clubs.
October 9	Deadline for second set of applications.
October 9	Deadline for recognized groups to claim space for 2009/2010. Groups Must be registered with Student Activities and complete a tenant agreement form by this date.
October 12	Department of Facilities Operations reviews applications and assigns space.
October 16	Office space application status sent to all second set of applicants.
October 26	New assigned spaces must complete a tenant agreement.
November 2	Space finalized for Fall 2009/Spring 2010. No more additions