

To: Students of the School of Forest Resources

From: Interim Director Tom Hinckley

Re: Student Organizations

Now that we are into the academic year, I trust that you have settled into the routine of your classes and other activities. An important part of an academic experience is involvement in UW-sponsored student organizations. Our School has a number of active organizations, including the Forest Club, SAF, the Dead Elk Society, Xi Sigma Pi, GSS, the Wildlife Society, TAPPI, the Geospatial Club, and the Society for Ecological Restoration. In addition, students actively organize events such as the graduate student symposium, the Xi Sigma Pi initiation, and others. If you are interested in any of these, I encourage you to become involved. If there are other activities you would like to see represented, I encourage you to take steps toward making them happen. Student participation and leadership in student organizations are a critical part of your development as a member of the UW community.

There are a number of rules that we ask all student organizations in the School to follow.

1. In order to be eligible for annual financial assistance from the Director's Office and/or to use reserved SFR meeting rooms for organization events, each student organization must:

(a) register with the Student Activities Office at http://depts.washington.edu/sao/rso_register.php and comply with the requirements for registered organizations at http://depts.washington.edu/sao/hb_reqs.php;

(b) either update existing organization web and/or Facebook pages with current officer, event, and other information or remove out-of-date pages from server locations so that they cannot be accessed; copies of removed pages can be sent to the SFR web manager for storage in order to provide continuity for the next class year; and

(c) provide links and page administrator names and passwords to any web or Facebook page associated with the organization in order to provide continuity for the next class year.

2. A faculty advisor must be identified by each student organization. In some instances, a staff member may fill this role. The advisor is responsible for signing all required banquet permits, for attending for the duration all banquet permit events, and for general oversight of the organization. Students share this general oversight responsibility and, in addition, are responsible for getting approved signatures and for filing any associated paperwork in connection with all organization functions and events.

3. By November 10th of each academic year, each student organization desiring financial assistance from the Director's Office and/or use of SFR reserved meeting rooms must submit a request to Michelle Trudeau that includes (a) if financial assistance is requested, an itemized budget request, (b) name of student contact, (c) name of faculty advisor, and (d) the organization's web/Facebook page links and administrator passwords. Expenses not authorized through this process will not be covered by Director's funding. Since financial resources are very limited, we may not be able to satisfy all requests. If you have any questions concerning these policies, please contact Michelle Trudeau, Director of Student and Academic Services.

Best wishes for a successful quarter and academic year.