



Brandeis University

Office of the Treasurer
Student Union Government
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TO: Brandeis Undergraduate Students

**FROM: Choon Woo Ha
Student Union Treasurer**

SUBJECT: Club Leaders Mandatory Information Session – Spring 2008

DATE: Monday, January 7, 2008

Happy New Year!

Every semester, ALL CLUB LEADERS (PRESIDENTS and TREASURERS) of recognized, chartered, and secured organizations are required to attend a mandatory information session led by the Student Union Treasurer. At this meeting, club leaders will be able to sign the Terms of Agreement contract in order to activate their financial accounts. Even if your club has received funds from the Student Union during Early Marathon back in November 2007, failure to sign this contract will result in deactivation of financial accounts.

As this will be my last semester as the Treasurer, this semester's information sessions will be different from usual sessions. Thus, it is extremely important for all club leaders to come to at least one session.

I. Please choose 1 of 4 following options:

All sessions will be held in Shapiro Campus Center Theater. Please do not be late.

- Tuesday, January 15: 4:40 pm ~ 5:40 pm
- Tuesday, January 15: 5:40 pm ~ 6:40 pm
- Wednesday, January 16: 6:00 pm ~ 7:00 pm
- Wednesday, January 16: 7:00 pm ~ 8:00 pm

II. Only clubs listed below are exempted from attending sessions:

Aikido	Ice Hockey	Men Ultimate	Tai Chi	Water Polo
Archery	Jiu Jitsu	Men Volleyball	Uechi-Ryu	Wun Hop Kuen Do
Badminton	Kokondo	Ski	W Lacrosse	
Crew	Men Lacrosse	Squash	W Rugby	
Field Hockey	Men Rugby	Tae Kwon Do	W Ultimate	

III. If you are a club leader, you must sign-up for the club leaders e-mailing list serve. If you have not signed up yet, please follow the instructions on the following website: <http://thetreasurer.org/manual.htm#basic1>.

Please direct all questions to treasurer@brandeis.edu. All sessions are open to everyone in the Brandeis Community – students interested in becoming club leaders at some point are strongly encouraged to attend a session.

Enjoy the last week of your winter break and see you soon.