



Brandeis University

Office of the Treasurer
Student Union Government
MS 216, 415 South Street
Waltham, Massachusetts 02454-9110

781-736-3711 Phone
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TO: Brandeis Student Body
Current & Future Club Leaders

FROM: Choon Woo Ha
Student Union Treasurer

SUBJECT: Club Finance Related Scheduling
Fall 2007 & Spring 2008

DATE: November 6, 2007

- I. The Last Emergency Request (ER) for Fall 2007
 - II. The Last Submission Day for Finance-Related Forms
 - III. Early Marathon Spring 2008
 - IV. Regular Marathon Spring 2008
 - V. Mandatory Information Sessions
 - VI. Club Leader E-Mailing List
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I. The Last Emergency Request (ER) for Fall 2007

The last ER meeting for Fall 2007 is on this Wednesday, November 7, 2007.

II. The Last Submission Day for Finance-Related Forms

For the Fall 2007 semester, the last day to submit all finance-related forms is on Wednesday, December 5, 2007 at 7 pm. Any late forms will not be entertained. If you feel that you need an extension, please contact the Treasurer via treasurer@brandeis.edu. All extensions will be on a case-by-case basis. However, I urge all club leaders not to wait until the last minute. The earlier you submit them, the sooner your forms can be processed.

All forms should be dropped off in the Student Union Office in the Shapiro Campus Center— Room 301. There is a metal bin that has a sign posted saying, “Drop All Finance Forms Here,” to the left, behind the computer.

As usual, please refer to the Treasurer’s Manual or the Treasurer’s website (www.thetreasurer.org) for any questions.

III. Early Marathon Spring 2008

Early Marathon for the Spring 2008 semester will be held on the following dates and times:

Tuesday, November 13:	7:00 pm ~ 10:00 pm
Wednesday, November 14:	8:30 pm ~ 11:30 pm
Thursday, November 15:	7:30 pm ~ 8:30 pm (only for Student Events)

Note:

Please bear in mind that during Early Marathon for Spring 2008 semester, clubs may only request money that will be spent during January 2008 (up until January 31).



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IV. Regular Marathon Spring 2008

Regular Marathon for the Spring 2008 semester will be held on the following days:

Thursday, January 17, 2008
Sunday, January 20, 2008
Monday, January 21, 2008
Tuesday, January 22, 2008

Notes:

These dates are only tentative and they are subject to change. You will be notified as soon as we have exact dates and times.

Please bear in mind that during the Regular Marathon for the Spring 2008 semester, clubs may only request money that will be spent from February 1, 2008 ~ May 2008.

V. Mandatory Information Sessions

After the winter break, there will be mandatory information sessions for presidents and treasurers (or their equivalencies) of ALL clubs on campus (recognized, chartered, and secured organizations).

These sessions will be held within the first 2 days of school in the Spring 2008 semester—**Tuesday, January 15 and Wednesday, January 16.**

Each session will be 30 minutes long. There will be total of 4 sessions and each club leader need come to only 1 of 4 sessions.

I will e-mail the entire student body in early January with finalized times.

VI. Club Leader E-Mailing List

If you are going to be a club leader or simply would like to receive the Office of the Treasurer emails that the club leaders would, please subscribe to the “clubleaders” e-mailing list. Please encourage your fellow club leaders to subscribe to this list as well.

The following instructions are quoted from <http://www.thetreasurer.org/manual.htm#basic1>.

Oftentimes, finance-related information is communicated through several e-mailing lists. There are 4 main e-mailing lists. ALL club leaders (secured, chartered, and recognized) must be subscribed to club leaders e-mailing list. Leaders of secured organizations must also subscribe to secured organization e-mailing list. Failure to subscribe to respective e-mailing lists will result in not receiving extremely important information.

Different Types

1. All Students E-Mailing List

All Brandeis undergraduates and TYP students are automatically subscribed to this list. Every semester, the Treasurer sends out an e-mail to this list to inform the student body of upcoming mandatory information sessions for club leaders. Any other finance-related information that may affect the entire student body may also be communicated through this list.

2. Club Leaders E-Mailing List clubleaders@lists.brandeis.edu

This is the most common communication tool for finance-related information. The Treasurer sends



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- out several reminders and new policies via this list. The F-Board Chair also periodically sends out e-mails informing club leaders of upcoming meetings for funding requests.
3. **Secured Organization E-Mailing List** secured@lists.brandeis.edu
All information specifically targeting secured organizations will be sent through this e-mailing list, not club leaders e-mailing list.
 4. **P-Card E-Mailing List** pcard@thetreasurer.org
All Procurement Card holders will be automatically subscribed to this e-mailing list; thus, there is no need for you to manually subscribe to the list. All P-Card-specific information and reminders will be communicated through this list. This e-mailing list is not under the Brandeis domain; instead, it is under the Treasurer's website domain.

Instructions

In order to subscribe to *clubleaders* and *secured* lists, follow the instructions:

1. Go to <http://lists.brandeis.edu>
2. Log-in with your UNET account
3. In the search box, type "clubleaders" or "secured"
4. In the results page, click on "clubleaders@lists.brandeis.edu" or "secured@lists.brandeis.edu"
5. Click on "Subscribe" in the left-hand column of the information page
 - o If you see "Unsubscribe" instead of "Subscribe," it means you are already a subscribed member