Hello Blue Hens!

To all the graduating seniors, best of luck as you move on to great things! Don’t be a stranger and remember that you can always pop into Perkins when you’re back on campus. We hope that you take with you many fond memories of your time on campus leading your clubs, raising awareness, socializing, or just having fun. Have a wonderful summer and thank you for the hard work when supporting your Registered Student Organization.

In case you missed the announcement in April, Valerie Yancy left Student Involvement for an amazing opportunity if the College of Earth, Ocean, and Environment. Valerie was an essential part of the Student Centers team for over ten years and her incredible work will be missed in Student Involvement. If Valerie helped you in any way while you were on campus, please do not hesitate to send her a kind sign of your appreciation (vryancy@udel.edu)!

To successfully transition your RSO, please read over the checklists and the included forms. Submit all forms by the due dates specified. If you have any questions email Alex Keen (herrkeen@udel.edu) or Suzanne Nelson (suzzw@udel.edu). We’d be glad to help you over email, by phone, or on Zoom. We will be working this summer too!

Make sure you that regularly check your University of Delaware e-mail account (udel.edu) this summer. Do not forward your e-mails to another non-University e-mail. You are responsible for reading all e-mails that come from the Student Centers. We do not expect to send many emails, but if we do, they will be very important for the success of your RSO.

Sincerely,
The University Student Centers Staff

Let’s Go Blue Hens!
END OF THE YEAR TO DO LIST

Your RSO must complete Part 1 & 2 to remain active for the 2021/22 academic year. Failure to complete these two forms by 6/22/22 will result in your RSO being placed on inactive status until Fall of 2023. If your RSO has completed any community service or philanthropy, you must complete Part 6.

☐ Complete Part 1 - The Summer Contact Form:
SIGN IN to Student Central then:
https://studentcentral.udel.edu/submitter/form/start/541934

☐ Complete Part 2 – Equipment Inventory Form:
SIGN IN to Student Central then:
https://studentcentral.udel.edu/submitter/form/start/541936

☐ Complete Part 3 – End of the Year Report:
SIGN IN to Student Central then:
https://studentcentral.udel.edu/submitter/form/start/541937

☐ Complete Part 4 – Yearly Goals:
SIGN IN to Student Central then:
https://studentcentral.udel.edu/submitter/form/start/541938

☐ Complete Part 5 – Budget Report:
SIGN IN to Student Central then:
https://studentcentral.udel.edu/submitter/form/start/541939

Additional To Do Items:

☐ Complete Part 6 - Service Hours Request Form:
This form is mandatory for RSOs that provide community service or philanthropy. Follow this link: https://studentcentral.udel.edu/submitter/form/start/541940

☐ Complete the 2022 End of the Year Assessment:
Follow this link: https://delaware.ca1.qualtrics.com/jfe/form/SV_cltZoWkeefqlRQy

☐ Complete Part 7 – Summer Storage – for RSOs that need storage over the summer:
SIGN IN to Student Central then:
https://studentcentral.udel.edu/submitter/form/start/541941

☐ Thank your advisor for helping this year. See if they will continue as your advisor next year. If not, work on recruiting a new advisor.
TREASURER’S TO DO LIST

□ E-mail Suzanne Nelson (suzzw@udel.edu) and Amne Harrington (amne@udel.edu) if you have any incoming bills or invoices that will need to be paid in the Summer.

□ Make sure your ledger is up to date, your balance is current, and all dues forms are added as a tab on your ledger.

SUMMER AUDIT REMINDER

All Treasurers should will receive an e-mail about the Summer Audit of Financial Records. This e-mail contains information about End of the Year procedures, reminders of deadlines, and other important details regarding your RSO.

Be sure to discuss this e-mail with your Treasurers in order to confirm that the correct actions are being taken.

FINAL DAY FOR REIMBURSEMENTS

The final day to submit check requests is Tuesday, May 18th at 4:30pm.

INACTIVE STATUS

□ If you’re RSO plans on going inactive for the 2022-23 school year, complete the Inactive Status Form**: [https://studentcentral.udel.edu/submitter/form/start/20524](https://studentcentral.udel.edu/submitter/form/start/20524)

□ Any RSO that fails to complete Parts 1 & 2 before 6/22/22 will be automatically considered Inactive for the 2020-21 school year.

** Inactive Status means that your RSO is no longer a functioning RSO.
INVolVEMENT FAIR REGISTRATION INFORMATION

INVOLVEMENT FAIR
Monday, August 29th 1 – 4pm, Academy Street (in front of Perkins)

Sign up for a table from this link:
https://studentcentral.udel.edu/submitter/form/start/541942

Involvement Fair offers an opportunity for all Registered Student Organizations, Departments, and other on campus groups to recruit new members, promote themselves, and to expose students to the diverse and exciting activities at the University!

Please, read the following carefully:
1. Forms must be submitted by 6/22/2022.
2. Submitting the form by the deadline does not guarantee a table.
3. Space is awarded on a first come, first served basis.
4. Tables will be assigned over summer break. Confirmations will be sent via e-mail in mid-July. Be sure to check your e-mail to verify if you have table and the location.
5. Be sure to list a member contact who will still have access to their e-mail over summer break.
6. Special accommodations and location preference can be requested but are not guaranteed.