

Welcome to the ASA GBM!

October 5, 2009

Agenda

- announcements
- dates and deadlines
- mail
- office allocations
- questions, discussion, motions from the floor

Announcements

Bulletin boards: Make sure they're filled and up to date.

Posting: Read the posting guidelines at
<http://web.mit.edu/asa/publicity/public-bulletin-boards.html>

Special posting space: Board 8R is reserved for special posting by ASA groups.

Start of year registration form: will be online soon

Hazing forms: Turn one in before you leave the meeting.

Dates and Deadlines

11/6: Office allocation applications due

12/4: Winter (Jan-Mar) LEF/ARCADE
applications due

Mail

3 options:

- group mailbox (must be checked regularly)
- on-campus forwarding address
- no regular mail to W20 (packages can still go to SAO)

Mail handling preference will be requested on start-of-year information form.

Office Allocations

If you want office, storage, or locker space for the next two years, you *must* submit an application.

10/16:	application available online
TBD:	office visits
11/6:	applications due
11/26:	initial decisions announced
12/11:	protests due
12/18:	final allocations announced
early IAP:	new allocations take effect

Office Allocations

Initial Decisions (VII.2.3):

Groups requesting new space are classified into three tiers that determine the order in which they will receive space.

Groups which already have space are separated into three categories:

- Groups which will keep their space
- Groups which may be moved
- Groups which may lose their space (further subdivided into three tiers based on priority)

Office Allocations

Protests (VII.4.1):

- *prose* description of why the categorization of the group in the initial decisions is incorrect
- 1 page
- typewritten
- at least 10pt font size
- no more than 1 sheet of 8.5"x11" paper

Questions, discussion, motions
from the floor...

Thanks for coming!

Remember to turn in hazing forms
before leaving.