



**Undergraduate
Association**

2017-2018 Important Dates for UA Clubs

Fall Semester				
Involvement Fair	September 8	2:30-4pm	Forum	All clubs are required to attend.
UA Fall Elections	September 13	8am-8pm	Online	Freshmen Class Officers and any unfilled positions.
Club Officer Training	September 30	10am-1:30pm (Tentative)	Forum	All club officers must attend; exceptions will be reviewed and approved by the Director of Student Activities & Leadership (cbackma2@naz.edu) and will be made for extenuating circumstances only. After this date, budgets will be frozen for any clubs who have officers still in need of training. Once training has been completed by all of a club's officers, they will be removed from the "frozen" list.
Treasurer Training	October 2 October 3	5:15-6:15pm 12:45-1:30pm	Senate Office	All club Treasurers must be trained.
Spring Semester				
Involvement Fair	January 26	2:30-4pm	Forum	All clubs are required to participate.
Student Leadership Conference	February 3	9am-1pm (Tentative)	Forum	All club officers must attend; exceptions will be reviewed and approved by the Director of Student Activities & Leadership (cbackma2@naz.edu) and will be made for extenuating circumstances only.
Budget Proposals Due	March 9	6pm	UA Office	Budget proposal packet/info can be found online – naz.edu/UA (under the Finance tab) You can type in the online proposal form and it will do calculations for you. Simply save and print to submit. All budget proposals must be typed.
Initial Budgets Distributed to Clubs	March 26		UA Office	
Deadline to Sign Up for Budget Appeals	March 29	6pm	UA Office	
Budget Appeals	March 30	6pm (start time; specific time will be sent via email)	Senate Office	
UA Elections	April 4	8am-8pm	Online	Link will be emailed at 8am on the day of elections.
UA Awards Dinner	April 20	6pm	Medaille Formal Lounge	Please have at least two club representatives attend.
Final Club Budgets Issued	April 27		UA Office	