

Mailbox Rules

- 1) When coming into the SGA office sign in at the first Student Office Assistants Desk (also the SGA Secretary's Desk).
- 2) At least one representative from each club and or organization should check their mailbox twice a week. Suggested days: Tuesdays and Thursdays
- 3) Use the Student Government Association Mailbox to contact any member of the SGA, make it clear who the mail is for. The mailbox will be checked daily by the SGA Chief of Staff and distributed to the proper cabinet member.
- 4) There should be Program Evaluations and Announcement Sheets turned in for every club and or organizations event.
- 5) Every club and or organization needs to submit flyers to be approved by the Office of Student Life Director in the appropriate mailbox to be approved before posting around the campus and then picked up in your clubs mailbox.