



# 2012-2013 OFFICE TIMELINES

WANT AN OFFICE IN 2012-2013?  
HERE'S WHAT YOU NEED TO KNOW!

## THE BASICS

Student Group Services rents out 23 offices in the Students' Union Building Lower Level and 6<sup>th</sup> Floor to student groups every year. Almost all these offices are shared space, since we have limited resources and many groups who need the space, but we try to accommodate your group's needs. You can rent an office for a full year (August 7 2012 to July 29 2013) or by term (fall term August 7 2012 to December 7 2012; winter/spring term January 7 2013 to July 29 2013).

There are definitely costs associated with renting an office space, but they're not extraordinary!

- Rental fees (**180.00** for a full year :: **90.00** for a term)
- Damage deposit (**100.00** to Student Group Services, returned at the end of term if your group has maintained the office space)
- Key deposit (**100.00** to the Students' Union office 2-900, returned when your group returns the office keys)

## SO WHAT DO YOU DO?

We would be happy to consider your office application for 2012-2013! Keep in mind that you aren't guaranteed an office, but we'll do our best.

☐ **OFFICE APPLICATIONS.** Check out the SGS Page on BearsDen and you can fill out the office application under Forms. Or copy and paste this link: <https://alberta.collegiatelink.net/form/start/345>. They're due **JULY 9, 2012**.

☐ **REGISTER YOUR GROUP.** Make sure that you have submitted all your registration information! You can submit the office application form before you're officially approved as a student group, but we won't give you an office until everything is in order. Contact us if you're concerned about your application or running into any problems. (Note that even if you were registered last year, your registration expired on April 30 2012 so you will need to re-register if you haven't already!)

☐ **KNOW YOUR DATES.** We've made a quick timeline below for you if you're looking to reapply for an office! For more detailed information, check the SGS Website or contact us.

## NOT-SUPER-DETAILED OFFICE TIMELINE

**MAY 22**  
**JULY 9**  
**JULY 20**  
**JULY 20 - AUGUST 7**  
**AUGUST 7**  
**AUGUST 14**

Office Applications open.  
Office Applications - DEADLINE.  
You will know if you have an office for 2012-13 by this date, and you'll know which office it is.  
If successful for 2012-13, come in to SGS to sign contracts, make payments, and place deposits.  
If successful for 2012-13, you can now pick up your new keys and move into your new office.  
Anything that you were transferring or storing in the SGS Lounge (0-40 SUB) should be cleared out.

---

[WWW.SU.UALBERTA.CA/STUDENTGROUPS](http://WWW.SU.UALBERTA.CA/STUDENTGROUPS)

---

clubs@su.ualberta.ca | (780) 492-9789

040-A, Lower Level SUB | University of Alberta