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Undergraduate Student Government  
Office of the Campus Affairs VP

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January 30, 2012

Dear Club Leader;

Welcome back! I hope you spent your winter break recharging. As the spring semester gets on its way, I would like to take this opportunity to bring you up to speed on several important items. First, USG funds from fall semester did not rollover to the spring; they will roll over starting next year. Second, you will receive funding for the spring semester on the condition that you or your designee, preferably a member of your e-board, attends the first COO meeting for the semester, which is scheduled for Thursday, February 16, 2012 at 12:30pm (room TBA), and the contact information of your e-board members is up-to-date and on record in OSLLD.

Also, I have attached the Budget Request Application (BRA) and USG's Funding Policies & Guidelines for Student Groups, which I will discuss in great length at the COO meeting, to give your organization a head start on preparing the necessary materials to be submitted with BRA. I want to stress that possessing these documents does not mean that you or your designee is exempt from attending the COO meeting. All certified student organizations must attend all COO meetings, especially the first one of the semester.

If you have any questions, whether or not they pertain to the attached documents, please feel free to e-mail me at [kdennie00@ccny.cuny.edu](mailto:kdennie00@ccny.cuny.edu) or stop by my office in NAC 1/112. Have a great and productive semester!

In Partnership,

*Kieshorne Dennie*

Kieshorne Dennie  
Vice President of Campus Affairs  
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