



# The 315 Dispatch

## Club & Organization Update from SAO

November 2020 | Undergraduate Edition

---

### Finals & Winter Session Edition

You have all come so far this semester and the finish line is within sight! We are sending you our best wishes as you take on finals and close out a semester to remember. We write to share information on a few housekeeping items as the semester wraps up.

---

### Winter Session Programming

According to *duLac*, the last day of classes serves as the last day of programming for student groups. Undergraduate student groups can no longer program, effective November 12, 2020. This includes speakers, general meetings and other activities. With the goal of giving you a well-deserved break, student group activity will remain prohibited through Tuesday, January 5, 2021.

Beginning Wednesday, January 6, virtual undergraduate student group programming is permitted to resume (*note that SAO360 requests will not resume being processed until Jan. 6*).

We are planning for in-person programming and activities for student groups to resume for the spring semester on Wednesday, February 3.

---

### Apparel Orders

Any pending apparel requests in SAO360 as of Friday, November 20, 2020 will remain pending until Wednesday, January 6, 2021. These requests will begin to be routed on this date, and the Student Activities Office will be able to accept shipments and deliveries beginning Monday, January 25, 2021.

---

### Closing Out Financial Requests

If there are outstanding unpaid invoices, contracts, or reimbursements, now is the time to complete these transactions. While this process normally concludes at the end of the semester, we have granted an extension until Tuesday, December 15. All outstanding payment requests MUST be submitted by 5 p.m. that day to be completed.

To submit for reimbursement, pay a vendor, or request to pay out a contract, please use our [Online Payment Request Form](#). For questions please email [saoclubs@nd.edu](mailto:saoclubs@nd.edu) or call 574-631-7309.

---

### Spring Semester 2021 Event Requests

We know many of our student groups want to get ahead on planning meetings, activities and programs for the Spring 2021 semester. While we appreciate the proactiveness, we are not processing spring semester requests at this time. Spring semester SAO360 requests will resume being processed on Wednesday, January 6, 2021.

*What about programming guidelines?* We've received several inquiries about COVID programming guidelines for the spring semester to ensure health and safety. At this time, we anticipate all COVID programming guidelines in place this fall will carry over to the spring. We will provide updated programming guidelines before the Spring 2021 term convenes.

---

### THANK YOU!

Thank you for all of your work this semester to build community and provide a great experience for your peers. You have accomplished a lot this semester, and there are so many achievements of which to be proud. We hope you find plenty of opportunities to unwind and recharge while spending time with loved ones. Good luck as you complete your finals, papers and projects!