

# Administrative Resources

*The Student Organizations Resource Center can help provide:*

- **Mailboxes**, located in the Wood Center office area, to every recognized student organization that requests one. Student organizations may use Wood Center as their address to receive mail. Your student organization is responsible for checking your box regularly. You can have your student organization's mail sent to:
  - (Your Student Organization's Name)
  - PO Box 756640, Box # \_\_\_\_\_
  - Fairbanks, AK 99775
- **Use of university facilities** – including regularly scheduled space on campus
  - **This includes Booth Space in Wood Center Mall**
  - **Meeting Space on Campus**
  - **Ballroom Reservations**
- **The Leadership Program staff**—we are always available as a resource for student organizations. If you're trouble-shooting an event, seeking resources to chase your dream, looking for a partnership, or interested in volunteer opportunities, please contact us!
- **Use of UAF's name** to identify the student organization's institutional affiliation.
- Multiple **Advertising Resources**, just let us know how you're looking to advertise and we can help. Student organizations get access to free banners, posters, and fliers through Wood Center Graphics.
- A **UAF "bank account"** to store membership dues and profits from fundraising opportunities as well as make payments. Full fiscal assistance from the Fiscal Technician. *Alexis Bystedt 474-5755 rarushing@alaska.edu*
- Access to the **UAF raffle permit** for fundraising. A special permit and advanced planning are required. Contact *Lydia Anderson at 474-7037* for details.
- **Leadership Library**: A selection of great leadership resources and training guides are available to help you successfully run your student organization! Located in the Leadership Program Office in the Wood Center.