

SAMUEL E. KELLY ETHNIC CULTURAL CENTER SUMMER TRANSITION INFORMATIONAL

Please read some important information for our Summer transition and important reminders for the upcoming 2018-2019 academic year

KELLY ECC SUMMER HOURS

The Kelly ECC is open Monday-Friday from 8am-5pm

We are closed on the weekends

- Holidays: Independence Day - July 4 & Labor Day - September 3
- We will be closed during the week of September 10-14

RSO OFFICER TRANSITION FORM [[LINK](#)]

In order for us to keep in contact with your RSO, please fill out the transition form on Huskylink to let us know who your new officers are!

<https://huskylink.washington.edu/submitter/form/start/185910>

HOUSED RSO OFFICE KEY RETURN

All RSO office key holders are required to return their keys to the Welcome Desk

Verify your return address on contract form if you are eligible for a return of deposit

- Friday, June 8 – Last day to return key with \$20.00 deposit refunded
- Monday, June 11 – Hold on RSO record is placed, \$5.00/day late fee accrues
- Friday, June 15 – Key is declared lost, possible charges for replacement

HOUSED RSO OFFICE CLEAN-UP & CHECK-OUT

Prepare your office/storage for inspection by Monday, June 11.

- No perishable food/drink items may be left during the Summer
- No tape/tacks/pins allowed on painted surfaces
- Notify Welcome Desk of any issues prior to inspection to avoid any penalties

OMA&D WELCOME DAZE & KELLY ECC BLOCK PARTY

For up to date information on Welcome Daze: <http://depts.washington.edu/weldaze/>

OMA&D Welcome Daze Kickoff Celebration & Resource Fair – Friday, September 21

Kelly ECC Block Party – Thursday, September 27

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KELLY ECC AFFILIATE REGISTRATION & ORIENTATION

- Complete/update your RSO page and contacts on Huskylink (huskylink.washington.edu)
- Attend an affiliation orientation in Autumn Quarter
- Complete your SAO Registration process

For more details, visit <http://depts.washington.edu/ecc/affiliating-your-rso/>

RESERVATIONS FOR RSO WEEKLY MEETINGS

The process for RSO primary weekly meetings at the Kelly ECC will begin right before Fall Quarter. Please fill out the RSO transition form on Huskylink to make sure your RSO gets all the information it needs to prepare.

All requests are subject to availability. RSOs who were consistently meeting at the ECC during the 2017-18 academic year will have first priority. All other requests will be processed shortly after.

For additional information, questions, or issues submitting your form, please contact a Kelly ECC staff member, email ecc@uw.edu or call (206) 543-4635. We look forward to your continued partnership and affiliation in the upcoming school year. Good Luck with finals and have a great Summer.

Sincerely,

Magdalena Fonseca
Interim Director, Samuel E. Kelly Ethnic Cultural Center