



**ATTENTION OUTGOING OFFICERS**  
**OF STUDENT ORGANIZATIONS:**

**IF YOU HAVE A STUDENT ORGANIZATION OFFICE KEY, PLEASE RETURN THE KEY TO THE LOCK SHOP, LOWER LEVEL OF PHYSICAL FACILITIES BUILDING ON HILL STREET, WHEN YOUR OFFICER DUTIES ARE COMPLETE.**

**MAKE SURE YOU REQUEST A KEY INVENTORY REPORT SHOWING YOU HAVE RETURNED THE KEY, CLEARING YOUR RECORD FOR GRADUATION.**

**THANK YOU.**

**Barbara Rowles  
College Program Specialist  
Office of the Dean**