

OSA Monthly Newsletter – October 2025

Hello Student Group Leaders!

We hope you're settling into the rhythm of the semester and feeling more confident in your roles as group leaders. This fall has brought many changes, and we want to thank you for your patience and adaptability during this period of transition. As we approach the midpoint of the semester, we're sharing a few important updates and reminders to help you and your groups stay on track.

Registration Recap

- **Re-registration:** Thank you to all groups who submitted their re-registration on time!
 - **Still need training?** If your leadership has not yet completed the mandatory financial training, peer-led sessions will resume after Fall Break (see below for details). Completion is required for SAC funding access and use of SAC Online. Dec. 18 is the deadline for completing all requirements of group re-registration.
 - **SAC Online access:** Only those who have completed Financial Training can access SAC Online. If your group wishes to transfer access to a new student, they will need to complete the peer-led training mentioned below.
 - **New Group Registration Period is Now Open:** This application period will remain open through October 31, 2025. This is the only time in the academic year that new groups will be considered for registration. New Group registration is initiated by [completing this form](#), not through the Penn Clubs platform.
-

Financial Training Opportunities

OSA is now beginning peer-led financial training for student organizations. Training will be held on Thursdays and Fridays. Space is limited. Trainings will be offered weekly. Groups can [sign up HERE](#).

Financial Training is for those groups that have not yet completed training (originally offered through the Student Organization Summit) OR for groups that are looking to transfer ownership of SAC Online access to a different member of their group once transfers reopen. As a reminder, only one person from each registered group may access SAC Online and that person must complete financial training.

Join SAC!

The Student Allocations Commission, SAC, is expanding and wants to include more students in the process of reviewing and allocating funds to registered student groups. Interested students should complete this [brief application](#) by Thursday, **October 16th**.

This role is open to undergraduates in their first, second, and third years (sorry Seniors!). You do not need to have prior experience in a finance role. Successful candidates should be committed to stewarding this new process and be well-organized.

Reminders from Community Care

Responsible Risk Management

As many groups were reminded at the Student Organization Summit, social events hosted by students are expected to be registered with the University. The registration process provides an opportunity for hosting organizations to think through risks associated with their events and the resources provided by Community Care provide support on-site, which further reduces risk. Capacity limits are also a tool that supports the overall wellbeing of our community. We know the shift to a 100-person limit is taking adjustment within the community. Below is a brief statement regarding this issue from leadership in University Life, the Office of Risk Management and Insurance, and the Division of Public Safety.

We are focused on maintaining an environment of personal safety while allowing for an enjoyable social experience. This requires the practice of responsible ownership by all – students and student leadership, University staff and administrators, and Public Safety first responders. It is this focus on safety which led to requirements of party registration and capacity limits for parties hosted by students. The offices of the Vice Provost for University Life, Office of Risk Management and Insurance, and Division of Public Safety are responsible for developing and implementing these requirements. Safety is first, always. Registered events reduce harm. These requirements mitigate risk and harm to our community.

Major Event Weekend Protocols

Homecoming is **November 7–8, 2025**. Major Event Weekend protocols will be in place for this popular and celebratory weekend. Please be aware that MEWs include specific time blocks for party hosting and limits on the number of events that may be hosted in each

block. Groups are encouraged to submit registration requests early and may need to be flexible in their plans in order to be accommodated. More information on MEWs can be found on the [Event Registration FAQ](#) page.

UL Space & Events: Spring 2026 Reservations

The **UL Space & Events reservation request portal** for Spring 2026 event dates opens **Monday, October 13, 2025**. Please share this reminder with your members and encourage them to submit requests early to secure space for annual, signature, or weekly meetings and events.

You can submit requests here: [Make a Reservation – Space and Events](#)

Timeline:

- **November 3, 2025** – Review begins for **Spring 2026 student organization** applications.
 - **December 1, 2025** – Review begins for **department and Penn-affiliated event** applications.
 - Applicants who submit before **November 3** will receive a **Tentative Space Hold** or **Unable to Accommodate** notice by **December 19, 2025**.
 - **December 19, 2025** – Event requests for Spring 2026 resume on a **first-come, first-serve** basis.
 - **Central Pool Classrooms:** Requests for Spring 2026 special events open **January 21, 2026** for events on or after **February 4, 2026**.
-

Thank you for taking the time to review these updates and share them with your members. We know this is a busy point in the semester, and our goal is to equip you with the tools and information you need to lead confidently and plan successful events. As always, if you have any questions, please don't hesitate to reach out to OSA staff or stop by our office in Houston Hall. We look forward to supporting you throughout the rest of the semester!

Key Dates to Remember

Funding Rounds – Fall 2025:

Rolling Round	Submissions Open	Submissions Close (11:59 PM)	Allocations Released (Evening)	For Events On or After...
4	Oct. 9	Oct. 29	Nov. 13	Nov. 20
5	Oct. 30	Nov. 19	Dec. 4	Beginning of Spring Semester

Other Key Dates:

- Monday, October 13th → ULSE reservation portal opens
- Thursday, October 16th Funding Reviewer Application Due
- Thursday & Friday (weekly, starting after Fall Break) → Peer-led financial trainings begin
- Friday, October 31st → Deadline for new group registration
- Friday–Saturday, November 7–8 → Homecoming Weekend (Major Event Weekend protocols in effect)