

Hello Student Leaders,

As we wrap up the semester and look ahead to the spring, we want to share several important reminders and deadlines to help your organizations finish the term smoothly. Please take a moment to review the updates below and share them with your leadership teams. As always, thank you for the collaborative work you do to support Penn's vibrant student community.

Important Dates

- **December 7:** Last day for registered *off-campus* social events
 - **December 8:** Last day for *on-campus* student organization programming
 - **December 14:** Last day for Graduate/Professional groups to register events
 - **December 18:** Re-registration deadline for all returning student organizations
 - **January 15 & 16:** Spring SOS Junior *Finance Training* for new groups (and, if space allows, transitioning finance officers)
 - **March/April:** SAC Annual Budget Allocation Process for FY26–27 (dates forthcoming)
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December 18 Re-Registration Deadline

All returning student organizations must complete the required components of **re-registration by December 18**.

- **Undergraduate and graduate/professional groups:** Re-register your **PennClubs profile**
- **Undergraduate groups:** Complete the **required financial training**

Timely completion ensures your group remains active and eligible for spring funding, space reservations, and other resources.

Leadership Transitions

If your organization is transitioning officers mid-year, please remember to **update your PennClubs profile** with new leadership information (officers, owners, primary contacts). Keeping this information current ensures uninterrupted communication and access to systems.

Spring Funding from SAC (Undergraduate Groups Only)

SAC will offer **2–3 funding rounds** during the Spring semester. Final dates will appear on the [SAC website](#) once confirmed.

The **Annual Budget Allocation Process** for the **2026–27 academic year** will take place in **March/April**. More details will be shared closer to that time.

Ticketleap Deposits: Action Required

If your group uses Ticketleap with ACH deposits enabled, Ticketleap may automatically send revenue to Penn's bank account. **These funds cannot be posted to your organization's account unless you notify your financial coordinator.**

There are currently deposits **waiting to be claimed**. Please email your FC with:

- The **amount you are expecting**, and
 - The **event** associated with the revenue
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ZipCar & Car Rental Reimbursements

Any group submitting a **Concur reimbursement** for Zipcar or a rental vehicle **must upload a copy of their Safe Driving confirmation** in the *Notes* section of the Concur report.

Reimbursements cannot be processed without this documentation.

Save the Dates: Spring SOS Junior Finance Trainings

OSA will host **Finance Training sessions on January 15 and 16** for **newly approved student organizations**, who will receive first access to these sessions.

If additional space is available, groups transitioning a new student into a **finance/officer role** are encouraged to sign up. Remaining seats will open to returning groups at the start of

the spring semester.

More information (including registration links) will be shared in early January.

Thank You & Good Luck with Finals

We appreciate the energy, leadership, and care you bring to your organizations and the broader Penn community. Please reach out if you need support as you close out the semester. Wishing you a successful finals period and a restful winter break ahead.