

OSA Monthly Newsletter

February 2026

As we move further into the spring semester, we want to share important reminders, policy updates, and upcoming opportunities for your organization. Please review the sections below and share with your executive boards and members as appropriate.

Constitution & By-Laws Workshops

It's Time to Spruce Up Your Constitution and By-Laws!

Effective in the **2026–2027 academic year**, all student groups will be required to submit an updated constitution as part of the re-registration process (as announced at the Student Organization Summits in August and January).

Now is the perfect time to dust off your existing governing documents, or start fresh!

We are offering two workshops that will focus on:

- Crafting governing documents that center fairness and equity
- Ensuring alignment with key University policies
- Preparing for the upcoming re-registration requirement

Drop in on either of the following dates:

- **Friday, February 20th**
1:00–2:00 PM
Golkin Room
- **Friday, March 20th**
1:00–2:00 PM
Golkin Room

We encourage at least one executive board member to attend.

Financial Services Updates & Reminders

Please review the following important updates from the Financial Services Team:

Concur Reimbursements

- There is now a **\$500 limit** for reimbursements submitted via Concur.
- **Sales tax is not reimbursable.**
- Reimbursement requests must be **initiated within 10 days of purchase.**

Vendor Onboarding

- Please allow **up to 4 weeks** to onboard any new University vendors.
- There will be **no new licensed suppliers** (for branded merchandise, etc.) added.
- No new venues will be onboarded moving forward.

ACH Payments

- A reminder, if your group is receiving an ACH payment into the University, please alert your groups assigned financial coordinator to ensure the funds are received into your SAC account.

If you still need to complete Financial Training, or need to update who has access to SAC Online for your group, please sign up for a training session on our website [HERE](#)

Welcoming New Members & Hazing Prevention

At the start of each semester, many student groups welcome new members. We all share the goal of ensuring these introductions are supportive, inclusive, and safe. Hazing has no place in these processes.

Penn maintains a long-standing [anti-hazing policy](#). The Commonwealth of Pennsylvania categorizes hazing as a felony, and new federal legislation has placed additional emphasis on publicly accessible hazing reports. Student groups are responsible for reviewing their activities and traditions to ensure they are free of hazing.

If you're unsure whether an activity may be considered hazing, OSA is here to consult and provide guidance. We are also available to provide training for both new and returning members.

University Life Space & Events (ULSE) Updates

The UL Space & Events reservation request portal for **Fall 2026 event dates** opens:

Monday, February 23rd, 2026

Student groups are strongly encouraged to apply early to secure space for annual events, signature programs, and recurring meetings.

[Reservation Request Link](#)

(Must be accessed on or after 2/23/26)

Important Dates

- Fall 2026 student applications will begin processing the week of **March 16th, 2026**
- Groups should receive communication regarding space availability by **April 3rd, 2026**

Central Pool Classroom (CPC) Special Event Reservations

Fall 2026 CPC reservation requests will not be accepted until **mid-September 2026** (exact date forthcoming).

If you have any questions about the information above, please reach out to our office. We appreciate your continued partnership in helping create a safe, organized, and engaging student organization experience.

Thank you for your leadership and all that you do!