

Welcome to the 2004-05 Application Process for Student Organization Workspaces/Storage!

Visit our OPEN HOUSE!

The Student Organization Storage Room is Room 309 of Henderson Campus Center.

The Process:

- Please read the attached information about who is eligible for student organization storage.
- Once you have prioritized what size space will accommodate your needs (please have three options selected)
- The Henderson Campus Center Advisory Board will be reviewing all applications and assigning storage.
- Applications will be accepted on a rolling basis until storage is full.
- Once approved for storage, groups will be able to schedule moves into the space with Student Activities.

Recommendations:

- Assess now what you need in terms of storage supplies, and request money from your ASG budgets to support your needs.
- For instance:
Store your items in accessible and easily moveable containers. We recommend any Rubbermaid or like brand product. They have handles, many are clear so you can view stored items, they are easily stackable, and come in a variety of sizes. Even our smallest storage unit can hold 4 18-gallon Rubbermaid containers!
- If you are storing files that don't need to be transported frequently, we use a product through the college's office supply company. (ASG can order these for you). Hang and Store storage- Letter Size Fellowes **Item Number: FEL00784 Your Price 4/ \$20.00**
- If your organization meets regularly on the third floor to conduct business meetings and/or work sessions in the Campus Center meeting rooms or resource room, a mobile cart might be of assistance. Service Office Supply (college office supply company, www.serviceofficesupply.com) has a variety of products, and all are offered at a discount to Allegheny. One such product is: ADVANTUS Mobile Steel File Cart with Sliding Baskets, Black Item #: AVT34075 est. cost= \$35.00



- Efficiency is key. Your group may be storing items they no longer need to maintain. If you have items that would be of historical interest to the college, we can aid in getting copies of such to the college archivist. The ability for groups to have FTP accounts also allows a lot of items to be converted into digital storage by scanning documents and storing them at the Allegheny server. Please note, the Student Activities staff has moved twice in the last year and can happily consult with your organization on its spatial needs! You can arrange for a staff member to visit your current storage space and help you plan how to efficiently store what you have. Contact Student Activities!

Points of interest:

- Your organization can now request the ability to have voice mail on campus. The core phone will be housed in Room 309, student groups can make long distance calls with phone cards. Voice mail can be checked by group members from any campus phone.
- Don't forget, there are computers in the Student Activities Resource Room for all students to use. Organizations can easily obtain e-mail and FTP accounts (by meeting criteria) so all group members can access needed files from the Allegheny Server, making any campus computer "their computer" when work needs to be conducted!

Questions? Contact:

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