



**DATE:** January 9, 2009

**FROM:** Christopher Nock, Co-Chair  
Amy Stauffer, Co-Chair  
Mary Edgington, Senior Director, Union and Student Activities  
Toby Jenkins, Director, Paul Robeson Cultural Center

**TO:** Registered Student Organization President/Director/Chair

**RE:** Application for office and/or storage space in the HUB-Robeson Center – Fall 2009/Spring 2010

Student organizations are requested to apply or re-apply for office space in the HUB-Robeson Center each year as well as locker storage space. To be considered for any type of space in the HUB, student organizations must have completed the necessary forms with the Student Activities office and be recognized by that office.

The HUB-Robeson Advisory Board develops criteria for organizations applying for space and assigns space accordingly. Offices in the HUB consist of four types: dedicated individual space; shared offices with two or more organizations; open landscaped space which consists of side-by-side units with a chair, a workspace and a lockable storage compartment above the workspace with two lockable drawers; and locker storage space. If you receive dedicated space, you will be ineligible for additional locker space. Those receiving shared or open landscaped space will be eligible for additional locker space. Requests for only locker space will be reviewed as well.

This year, the application will be available on-line and can only be accessed by the current president/director/chair or designee of your student organization at the following address link

[http://www.sa.psu.edu/usa/stuorg\\_app.shtml](http://www.sa.psu.edu/usa/stuorg_app.shtml) beginning **January 12, 2009 at 8:00 a.m.** If your organization has trouble or cannot access the site, contact our office immediately for assistance.

Please note that all organizations wishing to be considered must apply (including all organizations currently assigned space). The deadline to submit your organization's application is **February 6, 2009 at 5:00 p.m.**

The Sub-Committee for Space Allocation will review the requests for space. It is extremely important to complete this application carefully and completely, as office assignments will be based solely on the information given.

Since direct notification of this process along with additional announcements and Collegian ads are being implemented, late applications will not be reviewed.

For further information, please contact Heide Port at 814-863-9755 or [hap2@psu.edu](mailto:hap2@psu.edu).