

MEMORANDUM

TO: All Clubs, Organizations, Student Government Associations, and Advisors
FROM: Bryan Roberts, Director of Finance and the Student Activity Fee Accounts Office
CC: Dr. Eddie Jitpraphai, *Associate Vice President of Student Support*; Esperanza Bautista-Ulerio, *Assistant Director Student Activity Fee Accounts Office*
DATE: July 1, 2025
RE: 2025-2026 Activity Fee Timeline and Updates

1) Financial Trainings

Per policy, all registered Treasurers and Presidents must be trained at least once, **annually**, by the Student Activity Fee Accounts Office. Organization advisors are strongly recommended to attend. This training is valid from July 1st – June 30th of each year, to coincide with the fiscal year. **The Student Activity Fee Accounts Office will NOT process any transactions/request for funds until the Treasurer and President of the student organization has completed the required training per stated above.**

Due to increased policy changes and updates, trainings sessions will be hosted via Zoom between July 14th – August 1st, per the schedule below. **All attendees must register**

- **July 15th:** 12:00-1:30PM - **Open Registration** – [Register Here](#)
- **July 21st:** 12:00-1:30PM - **Open Registration** – [Register Here](#)
- **July 24th:** 10:30AM-12:00PM - **Open Registration** – [Register Here](#)
- **July 28th:** 3:30-5:00PM - **KPCOM Only** – [Register Here](#)
- **July 29th:** 11:00AM-12:30PM - **College of Pharmacy Only** – [Register Here](#)
- **July 30th:** 4:00-5:30PM - **Open Registration** – [Register Here](#)

If you are unable to attend any of the above training sessions, Canvas training modules will go live on August 18, 2025.

2) Register/Re-Register Student Organization

All student organizations must complete registration for the academic year **via SharkHub no later than July 31, 2025**. This step is NOT necessary for the college's Executive SGA, as your registration is manually updated by PANSGA Advisors.

The presidents, treasurers, and advisors listed in the registration will be automatically enrolled in the online training course once it is available. If you have successfully completed the Zoom training, the Canvas course does not have to be completed for the financial training portion.

Access to the online course will begin on August 18th. If you would like additional members of your organization to be trained who are NOT the president or treasurer, please send an email request with the members' names and email addresses to studente@nova.edu. **Student organizations who fail to register/re-register on SharkHub by the deadline will be financially inactive until registration is submitted.** Future registration periods will be communicated by the Office of Campus Life and Student Engagement.

3) Fiscal Year (FY) 2026 Activity Fee Timeline

- **July 1st – BEGINNING OF FY26** – Organization-raised funding that has rolled over is available for use. *Must first complete annual financial training and fulfill applicable registration requirements by the Office of Campus Life and Student Engagement.
- **July 14th – July 30th – Virtual (Zoom) Trainings** with FY26 Updates Available
- **July 31st – Organization Registration Deadline**
- **August 5th – Fall 2025 Budget Request Cycles Begin.** Register for trainings for more details.

Budget Request Cycle	Application Month	Program/Event Timeline
Fall Term I	August	September - November
Fall Term II	October	November - February
Winter Term I	January	February – April
Winter Term II	March	April - May
Summer Budget Request*	May	July – August**

**The Summer Budget Cycle is only available to program-specific organizations that actively meet during the summer months, according to the academic calendar.*

***For the end of the fiscal year bookkeeping, no new allocations are made during the month of June. Eligible July allocations will be made after the successful completion of all training courses for the following fiscal year.*

- **August 18th – Canvas Training Modules** go live.
- **November 24th – December 5th – PCARD Appointments not available** for end of semester bookkeeping.
- **April 20th – May 1st - PCARD Appointments not available** for end of semester bookkeeping.
- **May 7th – CLUB ALLOCATION SWEEPS** – All unused funds allocated to clubs/organizations are swept from organizations. Organizations still have full access to organization-raised funding and may also ask their SGA executive board to fulfill transactions on their behalf.
- **June 15th – LAST DAY FOR TRANSACTIONS.** June 15th is the last day of the fiscal year to submit transactions using organization-raised funds. All transactions/RFFs must be APPROVED by this date. After this date, RFF processing, PCard Appointments, and use of Activity Fee resources will be suspended until the new fiscal year begins on July 1st.
- **June 30th – LAST DAY OF FY26**