**Staff Make
Students Count**

# Schedule 2015

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|---|---|
| Wednesday, January 14 | Deadline for Monique Musick to transfer website and documents to Sys Gov Office |
| Monday, January 26 | Open nominations (4 wks) |
| Friday, February 20 | Close nominations |
| Monday, February 23 – Friday, March 6 | Two weeks for universities to select their winners - it is highly encouraged to include student governments in the selection. |
| Friday, March 20 at 5:00 p.m. | Deadline for universities to email winners to System Governance Office |
| Friday, April 3 | Winners to be submitted by System Governance Office to president for his approval |
| Friday, April 10 | President's letter emailed and mailed to winners |
| Thursday, June 4 | Presentation of awards at board of regents meeting in Fairbanks |

System Governance Office Notes:
- ✓ Send budget request to President Gamble in December or January and include amount to UA Foundation
- ✓ Secure Alaska Airline vouchers from UA Foundation
- ✓ Each university and Statewide send the selected winner's nomination packet electronically through email to the System Governance Office attached with a spreadsheet of all the nominees' names and contact information.