

**To:** Mail Box holders at Student Activities  
**From:** The Student Activities Center

Your student organization address should read:

Your Organization Name  
Student Activities Box # \_\_\_\_\_  
MSC 03 2210  
1 University of New Mexico  
Albuquerque, NM 87131-0001



- **Empty the box at least every week.**  
There is always a waiting list for groups needing a box. If you've got one, use it! If you don't empty your box regularly, we reserve the right to close it and mail will be returned to sender.
- **Mail delivery continues during the summer semester.**  
Please don't forget to check your box all year.
- **Boxes are for organization use only. No personal mail should be addressed to the box.**
- **When an organization disbands or no longer requires a mail box, notify the Student Activities Center.**
- **No key is required**