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