Campus Leader Checklist

Fall Semester 2013

Beginning of Semester:
- Attend Allocations and A-link Workshop
  President and Treasurer must attend the workshop one of the days
  (August 27th and August 28th, 4:00 P.M.)
- Activities Fair
  (August 29th, 4:00 P.M.-7:00 P.M. – Campus Center)
- Fill out Organization Executive Board Registration form (Due to the SGA office by September 6th)
- Fill out Organization Roster (Due online by September 6th)

Before Submitting Allocations:
- Constitution up-to-date?
  (Needs to be updated within last 4 years)
- Is event/activity open to all of campus?
- Did I submit registration form?
- Talk with SGA liaison

Allocations:
- Allocations due on Friday, September 6th by 4 P.M. - SGA Office
- Requests must meet allocation guidelines (See “Allocation Guidelines”)
- DOCUMENTATION provided

Re-Allocations:
- Fill out Re-Allocation form
- Provide necessary documentation
- FORMAL LETTER attached
- Re-Allocations Materials due September 13th by 4:00 P.M. to the SGA Office
Fall Semester 2013

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During the semester:
- Attend Town Hall Meetings
  - September 15th - 4:00 P.M.
  - October 27th - 4:00 P.M.
  - November 17th - 4:00 P.M.
  - December 8th - 4:00 P.M.

  What to bring to Town Hall Meetings: One Representative per Organization
  *Note: One person cannot represent two organizations at the Town Hall Meetings

- Check requests, reimbursements, and cash/check advances
  - Documentation / Invoices / Proof of Purchase
  - Cash advances may not exceed $50.00
  - Correct account number, address, signature - placed in Check request folder

- Use Tax Exemption Form
- Continue to fundraise using proposed fundraising events/activities
- Advertise events and activities (Be creative and innovative!)
- Submit event information online via Event Listing form to advertise to student body

End of Semester:
- Transition (if election of new officers)
- Do an assessment/review of organization:
  - What was successful?
  - How can we improve?
  - SWOT Analysis
- Plan ahead for Spring Semester (Events, allocations, etc.)