Fall Semester 2009

Campus Leader Checklist

Beginning of Semester:
☐ Attend President/Treasurer Workshop
   (September 1st and 2nd, 4:00 P.M. -South Lounge)

☐ Activities Fair
   (September 3rd, 4:00 P.M.-7:00 P.M.)

☐ Fill out Organization Registration form
   (Due September 18th)

☐ Fill out Organization Roster
   (Due September 18th)

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?

Allocations:
☐ Allocations due on Friday, September 4th by 4P.M. -SGA Office

☐ Sign up for a meeting time on S.G.A. office door
   (Meeting is to be held on Sunday, September 6th, from 9a.m. -5p.m. --Faculty Club)

☐ Requests must meet allocation guidelines
   (See “Allocation Guidelines”)

☐ DOCUMENTATION provided

During Allocation Meeting:
☐ Have president and treasurer attend designated time slot

☐ Bring 3 fundraising ideas
Campus Leader Checklist

Appeals:
☐ Fill out allocation appeals form
☐ Provide necessary documentation
☐ FORMAL LETTER attached
☐ Appeal form due [place due date]

During the semester:
☐ Attend Senate Meetings and bring reports
  ☐ September 27 - 4:00 P.M.
  ☐ October 25 - 4:00 P.M.
  ☐ November 8 - 3:00 P.M. (Townhall Meeting)
  ☐ November 22 - 4:00 P.M.
  ☐ December 13 - 4:00 P.M.
☐ 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
  (See “Post Allocation Procedures” for detailed information)
☐ Use Tax Exemption Form
☐ Continue to fundraise using proposed fundraising events/activities
☐ Advertise events and activities (Be creative and innovative!)

End of Semester:
☐ Transition (if election of new officers)
☐ Do an assessment/review of organization:
  🌐What was successful?
  🌐How can we improve?