

Club/Organization Checklist for Good Standing and Recognition

Student Government Association and the Office of Student Development

For complete details, please refer to *Student Leader Resource Manual* under *Student Organizations* or contact us. Additionally the *Student Handbook* contains detailed information regarding campus policies. Please remember that failure to comply with the necessary requirements may result in loss of recognition and the associated penalties.

Fall Semester:

- Completed and updated roster
- Fall Leadership Trainings
- On-campus Event (following event planning guidelines and completed Event Summary Form)
- Community Service Project (with accompanying documentation)
- Attendance at SGA meetings
- Attendance at GAB meetings

Spring Semester:

- Completed and updated roster
- Spring Leadership Trainings
- On-campus Event (following event planning guidelines and completed Event Summary Form)
- Community Service Project (with accompanying documentation)
- Transition Workshop attendance
- Summary Report/End of Year Report
- Attendance at SGA meetings
- Attendance at GAB meetings

Strongly suggested:

- Advisor communication with members of the Office of Student Development
- Frequent mailbox pick-up
- Fundraising Activities

In addition to the above mentioned responsibilities please note that some organizations (i.e., Fraternities and sororities may have additional recognition requirements). Additionally we encourage all groups to support one another and co-sponsor and attend campus events.

For more information please contact the SGA at 914-633-2367 or the Office of Student Development at 914-633-2360.

For Office Use:

Academic Year: _____

Other: _____