

# Plan of Action and Checklist 2015-2016 for Club/Organization Good Standing and Recognition

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## Student Government Association and the Office of Student Development

For complete details, please refer to the Iona College Student Handbook and the *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 suspension, loss of recognition and various associated penalties.

### General Requirements:

- Executive Boards: Maintain a minimum of five Iona College full-time undergraduate day students as active members serving on the executive board of the club (must meet requirements as outlined: good academic & disciplinary standing, minimum GPA of 2.3(SGA, GAB & CGG 2.75), may not be president of more than 1 club, should only serve on one executive board)
- All Leadership Trainings as required: Camp Gael, Conference, Nuts and Bolts, Roundtable Discussions, Speakers, etc.
- Community Service & Engagement (see separate document): Philanthropy and Advocacy (at least 1 per year)
- Adherence to financial procedures (i.e. Budget Requests, Program Proposal Forms, Paperwork)
- Attendance at Student Government Association (SGA) meetings
- Attendance at Gaels Activities Board (GAB) meetings

### **Fall Semester:**

- Completed and updated roster
- Fall Leadership Trainings
- On-campus Event (following event planning guidelines and completed Event Summary Form with 2 weeks following event)
- Community Service & Engagement Projects (with accompanying documentation, see separate document, must register in Campus Ministries)
  - Iona Community Building
  - Local Community Based Outreach
  - Thanksgiving Basket Drive and Blessing

### **Spring Semester:**

- Completed and updated roster
- Spring Leadership Trainings
- Nuts and Bolts
- On-campus Event (following event planning guidelines and completed Event Summary Form with 2 weeks following event)
- Community Service & Engagement Projects (with accompanying documentation, see separate document, must register in Campus Ministries)
  - Iona Community Building
  - Local Community Based Outreach
- Transition Workshop attendance
- Summary Report/End of Year Report
- Summer Contact Form for newly elected leaders
- Camp Gael Registration and attendance

### **Additional Requirements:**

- Frequent communication with Faculty/Administrative Club Advisor as well as the Office of Student Development
- Frequent Club Hub mailbox pick-up
- Website updates and maintenance
- Participation in Campus Wide Events as requested: i.e. Involvement Fair, Open House

Strongly suggested participation in: Homecoming, Spring Weekend, Respect Series, and other outreach

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.

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**Plan of Action: (For Club leaders to use to guide the activities and initiatives of the group for the 2015-2016 year)**

Part A) Community Service & Engagement Plan of Action for 2015-2016

1. **Philanthropy and Advocacy:** \_\_\_\_\_

Project Date

2. **Iona Community Building Fall:** \_\_\_\_\_

Project Date

3. **Iona Community Building Spring:** \_\_\_\_\_

Project Date

4. **Local Community Based Outreach Fall:** \_\_\_\_\_

Project Date

5. **Local Community Based Outreach Spring:** \_\_\_\_\_

Project Date

6. **Thanksgiving Basket Drive and Blessing:** \_\_\_\_\_

Family Name Date Due

○ **Other service projects/events:**

Part B) On-campus Events:

Fall \_\_\_\_\_  
Event Name Date

Spring \_\_\_\_\_  
Event Name Date

Part C) Additional Requirements:

- 1.
- 2.

Part D) Suggested Activities:

- 1.
- 2.