**Organization Officers Transition Checklist**

2019-2020

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| **□ Responsibility of the president** |
| Purpose/Benefits | Learn about the president’s role and responsibilities within the organization. |
| Topics to discuss with outgoing president: | * Weekly & monthly tasks
* Other obligations and/or meetings outside of the routine functions of the organization
* Look over constitution/by-laws for changes that need to be made
* Meeting agenda
* Dates and times for organization meeting
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| Advisor Meeting | Meet with the organization Advisor at the beginning of the semester to discuss the level of involvement, anticipated events/programs, and needs of the organization for the upcoming year |
| **□ Student Organization Orientation** |
| What is it | Required training for all student organization presidents |
| Purpose/Benefits | In this training, you will learn about the policies which apply to student organizations, information on room reservations, and programs/services available to all registered student organizations. |
| Opens | Orientation sessions begin **Tuesday, August 27th, 2019** |
| Deadline | Paperwork due **Friday, September 27th, 2019** |
| Contact Information | Check CampusLINK, OSE website, and email for dates and times of sessions. For further information contact OSE (417) 836-4386 or email Andrea Greer (agreer@missouristate.edu) |
| **□ CampusLINK Training** |
| Purpose/Benefits | Student organization presidents must attend. This training will walk you through the many capabilities of CampusLINK to best support your organization. |
| Opens | Training sessions begin  **Tuesday, August 27th, 2019**  |
| Deadline | Must be complete by **Friday, September 27th, 2019** |
| Contact Information | Check CampusLINK, OSE website, and email for dates and times of sessions. For further information contact OSE (417) 836-4386 or email Andrea Greer (agreer@missouristate.edu) |
| **□ Homecoming** |
| Benefits | Markets your organization, chance to win prizes/money, and get involved with the university community |
| When to apply | TBA |
| Deadline | TBA |
| Contact information | Office of Student Engagement (PSU 101) (417) 836-4386 & CampusLINK homepage |
| **□ Organization Events & Trips** |
| Purpose/Benefits | Many organizations host annual events for the campus community as well as travel outside of the Springfield area. It is important to begin planning early and seeking the proper resources.  |
| Topics to discuss with outgoing president: | * Are there any annual events, community service projects, or other commitments that your organization takes part in?
* If so what are they, when do they occur, and who is the contact?
* Have the spaces been reserved for your meetings and events yet?
* Does the organization attend annual conference, take a group trip, or attend a group retreat?
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| Events | Contact EMS for space reservations located in PSU 302 or reserve on the EMS Web App |
| Travel | Complete proper travel paperwork 10 business days prior to trip. Travel paperwork can be found on OSE CampusLINK page |
| **□ Passwords & Account Information**  |
| Purpose/ Benefits | Organizational email addresses and CampusLINK are a resource to be used by organizations to send out information to their members as well as serve as a contact for prospective members. |
| Setting them up | Complete an application form on the OSE CampusLINK page |
| Topics to discuss with outgoing president: | * Does your organization have any social media accounts that require a username and password to login?
* Does your organization have an email address? If so, what is the login information?
* Does your organization have a bank account? If so, what is the EIN (Employee Identification Number)?
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| Transitioning | Assign *President* role to incoming president on CampusLINK. To update access to organization email, call or email OSE  |
| **□ Lockers and Mailbox** |
| Benefits | Resources available to all registered students organizations, located in PSU 101. |
| Locker availability | Lockers available late Spring semester  |
| Mailbox availability  | Mailboxes available in Fall during annual registration |
| Deadline | First come, first serve basis. |
| Contact  | Office of Student Engagement (417-836-4386) or Andrea Greer (agreer@missouristate.edu) |
| Transitioning | Give locker key to new leadership team as well as the mailbox combination |
| **□ New Student Festival** |
| Benefits | Helps with recruiting and marketing your organization. Held on the Sunday before classes begin in the fall. All new students are invited to attend |
| Opens | April – Register on CampusLINK |
| Deadline | August **(This is first come, first serve, so you need to register ASAP to be guaranteed a spot)** |
| Contact Person | Andrea Greer (agreer@missouristate.edu) |
| **□ SOFAC** |
| Benefits | Provide funding for various student organizations’ activities |
| Questions to ask former president: | * + - Did your organization submit a budget proposal? If so, what was it for?
		- Was your organization awarded SOFAC funding? If so, how much?
		- How much of the awarded SOFAC funding has your organization used?
		- How much of the awarded SOFAC funding is left?
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| When to apply | Budget proposals (for the 2020-2021 fiscal year) will be accepted on the SOFAC CampusLINK page beginning **February 3rd, 2020** |
| Deadline | **Friday, February 14th, 2020**  |
| Contact Information | Located in PSU 101. SOFAC@missouristate.edu  |
| **□ SOFAC Stipulation** |
| What is it? | A stipulation is an assigned community service project given to organizations that receive SOFAC funding. This stipulation can range from community service on and off campus.  |
| Deadline | End of the following academic year |
| Contact information | sofac@missouristate.edu |
| **□ Budget** |
| Purpose | A budget allows your organization to plan for events, trips, and other routine functions throughout the year.  |
| Topics to discuss with outgoing president: | * Discuss organization budget including income, any outstanding balances with MSU, and regular expenses.
* Have these documents been uploaded onto CampusLINK?
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| **□ STAR Awards- Monday, April 27, 2020** |
| Benefits | Help recognize your organization’s members, advisors, and programs |
| When to apply | Application process opens in the late January (keep notes on programs and organization involvement throughout the year to include in application) |
| Deadline | Nominations open January 28th-February 25th, 2019 |
| Contact information | Co-Curricular Involvement GA- TBA |