Annual Planning Calendar

This planning calendar is designed to help student organizations plan ahead for the year. Because dates for particular events change from year to year, only general time frames are listed. Specific dates for a given year will need to be researched by the organization.

E-mail Announcements:

The Office of Student Engagement frequently sends out email announcements to primary student leaders and advisors of registered student organizations. These email announcements are typically distributed utilizing CampusLINK and will require that the rosters of organizations be updated with position and email addresses for members and leaders. These emails contain important information for your organization including important due dates and deadlines, policy announcements, and other time sensitive information.

On-going Applications, proposals, opportunities, etc.:

- New student organization registration and reactivation of previously registered organizations (Contact the OSE at 836-4386 for more information)
- Student Organization Leadership Development workshops (register for any session by visiting the OSE website)
- Revised/amended Constitutions and Bylaws (submit electronically to the GA for Co-Curricular Involvement for review by OSE staff and SGA)
- Student Organization Funding Allocation Council (SOFAC) funding proposals and meetings (Contact the GA for SOFAC at 836-4386 for more information)
- Travel Registration and Release Forms (check out the OSE website for more information on policy and requirements)
- Check organization mailbox at least once a week (located in PSU 111)!

Plan Ahead!

- Once a week, check mailbox in PSU 111 and email for announcements
- Always keep a photocopy of any application, form, proposal, nomination or other item that is submitted on behalf of the organization.
- Add your organization's officer elections to the month they take place in and refer to other portions of this handbook to add transition events to make the move as smooth as possible.
- Add major events and activities of the organization to the planning calendar to customize it for your organization.

Month	**Tasks**
July	- Register for New Student Festival if you haven't done so already
August	- Participate in New Student Festival - Attend a Student Organization Orientation before September 30th (register online)
September	- Welcome Week events campus wide

	- Complete funding proposal forms for SOFAC funding - Attend a SOLD! Program (register online) - Attend a Student Organization Orientation before September 30th (register online)
October	- Sign up to participate in Homecoming festivities - Attend a SOLD! Program (register online) - Complete funding proposal forms for SOFAC funding
November	- Attend a SOLD! Program (register online) - Complete funding proposal forms for SOFAC funding
December	- Attend a SOLD! Program (register online) - Complete funding proposal forms for SOFAC funding - Update organization rosters on CampusLINK
January	- Attend a SOLD! Program (register online) - Complete funding proposal forms for SOFAC funding
February	- Attend a SOLD! Program (register online) - Complete funding proposal forms for SOFAC funding
March	- Apply for STAR Awards (packets available online at end of Feb.) - Attend a SOLD! Program (register online) - Apply for Student Organization Office/Locker Space (applications online or in PSU 101) - Complete funding proposal forms for SOFAC funding
April	- Register your organization on CampusLINK by September 30 for next year (register online) - Attend a SOLD! Program (register online) - Register for New Student Festival for the following year (register online) - Complete funding proposal forms for SOFAC funding - Attend STAR Awards Ceremony
May	- Attend a SOLD! Program (register online) - Complete funding proposal form for SOFAC funding (summer funding deadline)