MONTHLY CLUB/ORGANIZATION RESPONSIBILITIES

Expectations and Deadlines
- Club/Organization Executive Board representatives must attend all SOC meetings.
- Must make sure that Clubs/Organization and members take part in at least three (3) SGA hosted events and at least three (3) other Clubs/Organization hosted events per semester.

Club/Organization Requirements
- Each Executive Board will follow the CAS Guidelines and Procedures for developing their Club/Organization social requirements.
  - Upon proposing events, use the Desirable Student Learning and Development Outcomes (DLOs) Guide. This approach allows Clubs/Organizations to fulfill their mission and be better prepared for all events.
  - Assessment Forms for each event must be submitted one (1) week following the end of the event.

Educational or Cultural Event
- Educational or Cultural Event must satisfy the DLOs submitted by your club and must be approved by the SGA Vice President and President.
  - Funding is available based on the situation for non-funded and funded Clubs/Organizations.
  - Education/Cultural event must have either an academic or a culturally engaging impactful purpose; creativity is welcomed.

Student Event Form
- Additional events or fundraiser forms must be submitted 2 weeks prior to the event; this will also assure that your events venue is available for the time and date requested.
- Advisors are responsible for booking the venue location for events for your club.
- Special Event Set-Up Forms must be specific for setup, giving a brief description and layout for the event.

Event Funding Form
- Budgetary information forms must be complete and submitted for approval.
- Receipts must be turned in to the SGA Treasurer no more than two (2) days after the end of the event.

Fundraiser Loan Form
- No more than two Clubs/Organizations CAN fundraise on the same day, with approval from both SGA Treasurer and SGA Vice President, per situation.
- SGA does not provide funding for Club/Org. fundraisers; however, SGA does provide a monetary advance which must be paid back within two days (2) of the events completion.
- Physical Plant does not provide table coverings, please provide your own.
- In the event of a cancelation, contact Physical Plant and SGA a.s.a.p.
- The Treasurer from the Executive Board must turn in all money collected from fundraisers to the SGA Treasurer within two (2) days of the events completion.