

EFFECTIVE & SUCCESSFUL ORGANIZATION CHECKLIST

- Check organization email daily.
- Participate in the Bobcat Welcome Events at the beginning of each semester.
- Participate in Student Organization Fairs.
- Develop an organization calendar each semester.
- Update constitution at least every three years
- Communicate regularly with advisor.
- Take minutes at organizational meetings and make available to membership.
- Familiarize yourself with the Student Organization Handbook and follow all rules, policies, procedures, and laws.
- Complete the Student Organization Success Framework (coming soon)
- Complete State Mandated Risk Management Training and turn in compliance packet.
- Register your organization annually.
- Support other organizations' events.
- Nominate your members or peers for Boko Awards
- Host at least one event on campus each semester for peers (that is NOT a fundraiser).
- Conduct at least one service project each semester and/or participate in Service Saturday and/or Bobcat Build.
- Participate in or attend major university events (i.e. Bobcat Welcome, Homecoming Week, Athletic Games, MLK March, Bobcat Build, Boko Awards, and more)
- Post on your members on social media and tag @TXSTInvolvement.
- Host an event in LBJ Mall.
- Post Posters on campus.
- Tag Dr. Damphousse on social media.