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.