STANDARD OPERATING PROCEDURE

Calendar for Student Organizations

**August:**

| Action Item | Date/Due By |
| --- | --- |
| Participate in Resource Fair for new student Orientation | End of August |

**September:**

| Action Item | Date/Due By |
| --- | --- |
| New student leaders take office (if group runs through the summer term) | Sept. 1st |
| Submit updated constitutions to Student Affairs Office | Sept. 30th |

**October:**

| Action Item | Date/Due By |
| --- | --- |
| Update/rollover group's website (including adding the student leaders) | Oct. 1st |
| Treasurer training for new student leaders | Mid-month |

**November:**

| Action Item | Date/Due By |
| --- | --- |
| None | none |

**December:**

| Action Item | Date/Due By |
| --- | --- |
| None | none |

**January:**

| Action Item | Date/Due By |
| --- | --- |
| None | none |

**February:**

| Action Item | Date/Due By |
| --- | --- |
| Advertise elections (if applicable) | Mid-month |
| Start preparing budget proposal for next academic year | End of month |

**March:**

| Action Item | Date/Due By |
| --- | --- |
| Finalize new officers | Mid-month |
| Schedule allocation meeting | End of month |

**April:**

| Action Item | Date/Due By |
| --- | --- |
| Schedule allocation meeting | Beginning of month |

**May:**

| Action Item | Date/Due By |
| --- | --- |
| New student leaders take office (if group doesn't run through the summer term) | May 1st |
| Submit completed budget reports | May 1st |

**June:**

| Action Item | Date/Due By |
| --- | --- |
| Participate in Accepted Students Day | TBD |

**July:**

| Action Item | Date/Due By |
| --- | --- |
| Check-in meeting: New officers & Student Affairs Office | Mid-month |
| New budgets allocated to groups | End of month |