

Student Organizational Check List

Fall 2010

Welcome Back Student Organizations!

Make sure your organization takes care of the Top 5 items listed below for a smooth transition into the fall semester.

1. File Organizational Update Form

- Go to <http://www.tarleton.edu/studentactivities>
- Select "Student Organizations" and look under "Forms"
- If you're updating an existing group select "Update Form-Existing Organization"
- If you're updating a new group select "Update Form-New Organization"
- Please note certain fields are required

2. RSVP for Organizational Luncheon

- Organizational Luncheon • Tuesday, September 14th • 11:30 am-1:30 pm • Thompson Student Center Room 27
- President (or designee) and Advisor(s) are invited to attend
- RSVP to 254-968-0722 by Friday, September 10
- New online activity permits/room reservations and organizational area (O-Zone) will be discussed

3. File Activity Permits/Activity Proposals/Travel

- Remember to file your activity permits for any activity being sponsored/attended by your organization (i.e. meetings, mixers, fundraiser, travel, etc.)
- Additional paperwork is required for activities that are open/involve alcohol and travel
- Forms available at www.tarleton.edu/studentactivities under heading "Student Organizations" - link "Forms"

4. Risk Management Training

- All student organizations are required to attend Risk Management Training annually
- Two organizational exec members must be trained – Risk Management Officer and another officer of organizations choosing
- If officers have previously attended a face-to-face training, they are eligible for online training
- Face-to-face training dates are listed on the Student Activities website under Risk Management
- Online risk management is currently available. Contact Liz O'Quin at 254-968-9256 or oquin@tarleton.edu to obtain log in information
- Online risk management deadline is October 12th

5. Visit the O-Zone (Organizational Zone)

- New area created just for student organizations in lower level of the Thompson Student Center, Room 34
- Stop by for copies, lamination, poster making, banner printing, computer lab, help with publicity, a place to meet and much, much more

If you have any questions, please contact Student Activities at 254-968-9256.

We're looking forward to a great semester!