



Fall Semester 2011

Campus Leader Checklist

Beginning of Semester:

- Attend President/Treasurer Workshop
(August 30 and 31, 4:00 P.M.)
- Activities Fair
(September 1, 4:00 P.M.-7:00 P.M.)
- Items due by Friday, September 9 by 4:00 P.M.:
 - Updated Roster due to S.G.A. website
 - Updated Registration due to S.G.A. office
 - All allocation materials due to S.G.A. office with documentation
 - Updated Constitution (hard copy due to office & sent to sga@albright.edu)

Before Submitting Allocations:

- Submit all required documents and forms
- Is event/activity open to all of campus?
- Use extended office hours for help with allocations
- Talk with S.G.A. liaison

Allocations:

- Allocations due on Friday, September 9 by 4 P.M. - S.G.A. Office
- Sign up for a meeting time on S.G.A. office door
(Meeting is to be held on Sunday, September 11th, from 9a.m. -6p.m. --Faculty Club)
- Requests must meet allocation guidelines
(Please refer to the "Albright College S.G.A. Allocations Policies and Procedures")
- DOCUMENTATION provided

During Allocation Meeting:

- Have president and treasurer attend designated time slot
- Bring 3 fundraising ideas and potential ideas for events/activities
- Sign SGA-Organization Allocations Agreement

Appeals:

- Fill out allocation appeals form
- Provide necessary documentation
- FORMAL LETTER attached
- Attach all necessary paperwork: Constitution, Roster, and Executive Board Registration
- Appeal form due September 16th by 4:00P.M., SGA Office

During the semester:

- Attend meetings and submit reports online
 - September 18th - 4:00 P.M.
 - October 9th -4:00 P.M. (Town hall Meeting)
 - November 13th - 4:00 P.M.
 - December 4th - 4:00 P.M. (Town Hall Meeting)
- Check requests, reimbursements, and cash/check advances
 - Documentation / Invoices / Proof of Purchase
 - Cash advances may not exceed \$50.00
 - Correct account number, address, signature --place in check request folder
(See "Post Allocation Procedures" for detailed information)
- Use tax exemption form
- Continue to fundraise using proposed fundraising events/activities
- Advertise events and activities (Be creative and innovative!)
- Submit event information online via Event Listing form to advertise to student body

End of Fall Semester:

- Transition (if election of new officers)
- Do an assessment/review of organization:
 - What was successful?
 - How can we improve?
 - SWOT Analysis
- Plan ahead for Spring Semester