# Organization Leaders Checklist

## August

* Complete Annual Registration Form at the Office Campus Activities and Student Organizations (CASO)
* Check organization mailbox
* Hold a meeting with officers and advisors to discuss goals
* Pay all outstanding balances with the LBJ Reservations Office
* Apply for storage cabinet through the Student Organizations Council (SOC)
* Register to be a part of Boko’s Block Party through CASO
* Register for and attend the Fall Student Organizations Fair hosted by the SOC

## September

* Attend mandatory Registered Student Organization Leaders Workshop
* Plan an interesting and effective first meeting
* Agree on a regular meeting time and reserve a meeting space
* Inform your advisor of meeting times
* Recruit new members
* Begin planning events for the fall semester
* Reserve rooms for upcoming events
* Schedule a team building session for your executive board or entire organization through the Planning, Assessment, Leadership and Marketing office (PALM)

## October

* Organize a group community service project for your organization
* Develop an organizational budget
* Continue to keep your advisor informed
* Be on the lookout for prospective members at events
* Participate in Texas State Homecoming events

## November

* Continue regular contact with advisor
* Begin planning for spring semester
* Plan end of semester activity

## January/February

* Register for and attend the Spring Organizations Fair
* Recruit new members
* Set new goals and evaluate previous goals
* Meet with advisor
* Reserve rooms for upcoming events
* Begin planning events for the Spring semester

## March

* Start recruiting new officers
* Review and update constitution/bylaws
* Continue work on spring semester goals/activities
* Continue to update advisor on goals
* Register for and participate in Bobcat Build
* Submit nominations for Boko Awards hosted by SOC

## April/May

* RSVP to and attend the Boko Awards
* Hold elections and plan officer transition
* Close budget/checkbooks
* Review year’s accomplishments and opportunities for improvement
* Make room reservations for fall
* Recognize valuable organization members
* Pay all outstanding balances with the LBJ Reservations Office
* Submit annual registration paperwork to the Campus Activities and Student Organizations office

## Summer

* Stay in contact with organization members
* Brainstorm ideas for fall activities
* Make marketing/recruitment plans for fall