AUGUST
- Check mailbox bin in Student Organizations and Leadership Center
- Meet with officers to discuss yearly goals and recruiting strategies
- Meet with your org advisor to review expectations for both parties
- Check org e-mail account status (LTS)
- Agree on a regular meeting time and schedule all meetings
- Ensure you are prepped for Blu’s Organizations Bash (if participating)
- Watch for Student Org News & Updates on the Blugold Connect homepage

SEPTEMBER
- Participate in the Fall Blu’s Organizations Bash event
- All org presidents complete mandatory student org leaders training - Kaleidoscope (online via Canvas)
- Request Blugold Connect assistance (if needed)
- Download Blugold Connect events app
- Create & post org events via Blugold Connect (your org events are automatically uploaded to the Blugold Connect events app as well as to the UWEC Calendar of Events)
- Set concrete goals for the organization
- Watch for e-mails & Blugold Connect homepage for annual org renewal process requirements/deadlines
- Participate AND attend Homecoming events!
- Update Blugold Connect profile (to include your “approved” org constitution form)
- Ensure org bank account is updated with current advisor & treasurer (update bank account to ensure you are receiving monthly e-statements)
- Watch for Student Org News & Updates on the Blugold Connect homepage

OCTOBER
- Complete Student Organization Annual Renewal process requirements (by Oct. 15th)
- Request Blugold Connect assistance (if needed)
- Keep advisor informed
- Participate AND attend Homecoming events!
- Hold meetings on a consistent basis
- Watch for Student Org News & Updates on the Blugold Connect homepage

NOVEMBER & DECEMBER
- November 1st - Student Organization Segregated Fee funding applications open (via Blugold Connect)
- November 1st - Spring Blu’s Organizations Bash event pre-registration opens (via Blugold Connect)
- Hold elections and begin officer transitions (if applicable)
- Update Blugold Connect roster information with new officers
- Ensure org bank account is updated with current advisor & treasurer (update bank account to ensure you are receiving monthly e-statements)
- Watch for Student Org News & Updates on the Blugold Connect homepage

JANUARY, FEBRUARY, & MARCH
- Student Org Segregated Fee Funding applications due
- Participate in the Spring Blu’s Organizations Bash event
- Create new goals and evaluate old goals
- Recruit new members
- February & March – Student Org Segregated Fee Budget presentations
- Watch for Student Org News & Updates on the Blugold Connect homepage
APRIL & MAY

☐ Hold elections and begin officer transitions (if applicable)
☐ Update Blugold Connect roster information with new officers
☐ Ensure org bank account is updated with current advisor & treasurer (update bank account to ensure you are receiving monthly e-statements)
☐ Submit nominations for Student Organization Excellence Awards
☐ Work on and complete annual goals
☐ Recognize graduating organization members
☐ Watch for Student Org News & Updates on the Blugold Connect homepage

JUNE & JULY

☐ Ensure any “current” Student Org Segregated Fee funds are utilized before June 30th
☐ Next Fiscal Year Student Org Segregated Fee funding awards available July 1st

IMPORTANT DATES 2021-2022

SEPTEMBER 1ST – Annual Student Organization Renewal process opens (see steps below.)

OCTOBER 15TH (by 11:59pm) – ALL STUDENT ORGANIZATION RENEWALS DUE!

NOVEMBER 1ST – Student Organization Segregated Fee funding applications open (via Blugold Connect)

NOVEMBER 1ST – Spring Blu’s Organizations Bash event pre-registration opens (via Blugold Connect)

FEBRUARY 4TH – Student Organization Segregated Fee funding applications DUE

FEBRUARY 8TH – Spring BOB, 11am-2pm, (event location TBD)

FEBRUARY/MARCH – Student Organization Segregated Fee Budget presentations occur

MAY 30TH – Ensure all Segregated Fee Funding allocations (from previous fiscal year) are spent

JULY 1ST – 2022-2023 F/Y funding awards available

ANNUAL STUDENT ORGANIZATION RENEWAL STEPS/REQUIREMENTS

Step One: Log into your organizations Blugold Connect portal and submit your organizations’ “Transition” (you must have admin access to complete this transition - contact the Activities, Involvement, and Leadership office should you need access.) In order to “Transition” your organization, you must first submit a 2021-2020 Constitution Form – the Student Organizations Commission will review it to ensure it meets all of the required guidelines. (Once your Constitution Form has been approved, be sure to save it within your organizations’ Blugold Connect portal under the “Documents” tab.)

Step Two: Once your 2021-2022 Constitution Form has been approved, organization administrators must “transition” your organization within Blugold Connect. (This will allow you to make any necessary updates to your portal information as well.) Student organization Presidents will be required to provide a welcome letter and YouTube videos of your organization can be embedded within your organization’s profile information.

Step Three: Complete the online Student Organization Leadership Workshop - Kaleidoscope (available starting September 1st in all student org presidents’ Canvas accounts (make sure to
accept the invitation). If you do not see this in your Canvas account, please notify the Activities, Involvement & Leadership Office.

*ALL* org Presidents are *REQUIRED* to complete this training on behalf of ONE student organization (if you are the President for multiple organizations - please notify the Activities, Involvement & Leadership Office to provide the name of an additional E-Board Member.

**Step Four:** Ensure you have met with your current UWEC faculty/staff advisor to review expectations/plans/events/travel for the upcoming year.

For additional questions please refer to the **2021-2022 STUDENT ORGANIZATION & ADVISOR HANDBOOK**