

Fall 2011 Semester Report Packet

For more information or additional information regarding organizations, programs or semester report packet help please visit the Office of Student Life (C223) or call 281.357-3647.

Organization Name: _____

Date Submitted: _____

Type of Organization

Please check one.

- | | |
|--|--|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Professional/Vocational |
| <input type="checkbox"/> Cultural | <input type="checkbox"/> Recreational/Athletic |
| <input type="checkbox"/> Service | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Political/Social Action | <input type="checkbox"/> Visual/Performing Arts |
| | <input type="checkbox"/> Other: _____ |

Semester Report Checklist:

- Officer Contact information
- Meeting Dates: *Attach list of semester meeting dates, time, location, and attendance*
- Fund-raisers: *Attach list of fund-raisers, dates, location, and amount raised*
- Event Summaries: *Attach list of events, event summaries, and event descriptions*
- Travel: *Attach a list of travel events.*

Date Received:

Officer Contact Information

President

Name: _____ Phone #: _____

Email: _____

Student I.D. #: _____

Vice - President

Name: _____ Phone #: _____

Email: _____

Student I.D. #: _____

Secretary

Name: _____ Phone #: _____

Email: _____

Student I.D. #: _____

Treasurer

Name: _____ Phone #: _____

Email: _____

Student I.D. #: _____

Student Government Representative

Name: _____ Phone #: _____

Email: _____

Student I.D. #: _____

Additional Officer

Name: _____ Title: _____

Phone #: _____

Email: _____

Student I.D. #: _____

Group Contact Information

Group email address to be published in SL materials: _____

Group or advisor phone # to be published in SL materials: _____

Meeting Dates

Attach list of semester meeting dates, times, locations, and attendance.

	Meeting Date	Meeting Time	Meeting Location	# of Attendance
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				

Fund-raisers

Attach a list of fund-raisers, dates, locations, and amount of funds raised.

Fund-raiser	Date	Location	Amount Raised

Semester Report Event Summaries

Attach a list of events, event summaries, and event descriptions.

- Include date, time, location, and participants for each event.

Categorize each event as:

A=Academic

CS=Community Service

C=Cultural

SL=Student Life Required Events

Event	Date	Location	Type of event	Participants	Amt. of SA Funds Used

Travel

Attach a list of travel events.

- Include date, time, location, and # of participants for each travel date.

Travel Event	Date	Location	# of Participants	In-state or Out-of-State	Total Cost of Travel

Requirement Checklist

Please check all completed requirements.

Advisor Events ONLY:

- August 25th – Advisor Meeting

Officer Events ONLY:

- September 29th or 30th – RSO Fall Orientation

Organization Events:

- September 14th & 15th – Attend BOTH Activities Mart
- September 29th – RSO Registration packet due
- October 27th – Attend Fall Fest
- December TBA - Attend Holiday Fest
- SGA Representative must attend ALL Student Government meetings
- *New* Update bulletin boards (*located in South Hall*) at least once per semester