

## Spring 2012 Semester Report Packet

For more information or additional information regarding organizations, programs or semester report packet help please visit the Office of Student Life (B13.251) or call 281.401.5370

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