Every Month

- Check your organization mailbox at least once every week
- Nominate your advisor for the monthly Outstanding Faculty/Staff Advisor Award
- Keep an eye out for “The Leading Edge” and “The Spark” - two email newsletters from Student Involvement that provide valuable information about upcoming events and insider tips for running your organization.

Before and During Fall Semester

June

- Welcome the new Student Association officers who take office this month
- New Union office space leases begin - pick up keys and move in!

July

- SAC grant allocations for the fall semester are available - start spending!
- Register for a table at the Student Involvement Fair on PantherSync

August

- Begin your annual Registration Renewal. Paperwork becomes available on August 1st
- Union office space access lists expire - submit a new access list for your organization

September

- Complete the annual Registration Renewal for your organization
- Attend Student Organization Kickoff (required for Renewal)
- Attend Student Appropriations Committee (SAC) grant training to be eligible for spring semester grants
- Participate in the SAC grant hearings (happening weekly)
- Newly formed/reactivated organizations only – Apply for Emergency Grants

October

- Check out the Events in PantherSync for workshops to attend to make your leadership and organization stronger. Workshops are also listed on the website: involvement.uwm.edu/leadership
- Participate in the SAC grant hearings (happening weekly)

November

- Participate in the SAC grant hearings (happening weekly)
**Before and During Spring Semester**

**December**
- Update information for your organization’s contacts

**January**
- Apply for the Annual Student Organization Achievement Awards
- Start Spending! SAC grants for the spring are available
- Union office space access lists expire - submit a new access list for your organization

**February**
- Submit Union Policy Board application for Union office space for next year
- Attend Student Appropriations Committee (SAC) grant training to be eligible to apply for fall semester grants
- Participate in the SAC grant hearings (happening weekly)
- Newly formed/reactivated RSOs only – Apply for Emergency Grants

**March**
- Finish Annual Student Organization Achievement Awards applications - they are due!
- Participate in the SAC grant hearings (happening weekly)

**April**
- Participate in the SAC grant hearings (happening weekly)
- Attend the Annual Student Organization Achievement Awards ceremony
- Vote in annual Student Association election
- Update your organization’s profile and officer list in PantherSync
- Complete transition tasks including: signing over Credit Union bank accounts, passing on keys to new officers, and hosting an officer transition meeting or retreat
- Meet with your faculty/staff advisor for introductions of new officers

**May**
- Union office space leases expire - clean out your office and move everything out
- Union office space access lists expire - submit a new access list for your organization