

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