

# MAXIMIZING YOUR STUDENT ORG EXPERIENCE: YOUR YEAR-ROUND CHECKLIST

Check off all of these items to set yourself up for a successful year ahead!

## REVIEW STUDENT ORG REQUIREMENTS

- Plan ahead to ensure all [Student Organization Requirements](#) are completed prior to renewal in March
- Trainings and workshops can be found on the LSC's Garnet Gate page and website

## UTILIZE GARNET GATE

Utilize all of the features in Garnet Gate

- Post relevant and fun photos from your events, use the news feature as a blog post, and post upcoming events so others can join!

## ROSTER MANAGEMENT

Update the organization's roster at least once a semester

- Add new members, remove those no longer active, and edit positions
- Once you've made any edits, verify the roster for that semester at the bottom of the About page

## FUNDING

Attend the [SG Treasurer's Workshop](#) or a [SOFAB Training](#)

- Even if you aren't 100% sure you need to request funds, attend so that the requirement is completed

## NOTIFICATIONS

Stay informed by enabling Garnet Gate [notifications and emails](#)

- This includes receiving the monthly SPURS Updates Newsletter so you don't miss important deadlines or opportunities!

## RESERVE SPACE

Attend a 25Live Training to gain access to space reservations

- Questions? Reach out to [Russell House Event Services \(RH 218\)](#) for help finding the right space or navigating the reservation process!

## KNOW YOUR EXPERTS

The staff in the [LSC](#) is here to support you. Stop by to ask questions, troubleshoot challenges, build leadership skills, or just say hello!

