

Leadership and Service Center

University of South Carolina Student Life

Student Organizations (SO) Annual Planning Calendar

AUGUST

- Student organization renewal begins. Make sure that your organization attends a workshop.
- Prepare for organization fair.
- Participate in Carolina Welcome Week.
- Encourage your members to register for the Emerging Leaders program or if you are a current organization leader, register to participate in the Student Organization Emerging Leaders Program.
- Select a monthly Service Saturday or weekly Impact projects that your can sign up as an individual or an organization.
- Pick up the Carolina Productions calendar from the Russell House University Union lobby.

SEPTEMBER

- Attend a student organization renewal workshop.
- Attend a Treasurer's workshop if your organization would like to request funding.
- Register for the September mini organization fair.
- Attend the Community Service Opportunity Fair.
- Student renewal closes the second Friday in September.
- Attend a Skill Builders Leadership workshop.
- Start planning for the spring, set dates and times for meetings and events, and attend the Russell House Space Lottery.
- Apply to participate in a Fall Alternative Break.
- Select a monthly Service Saturday or weekly Impact projects that your can sign up as an individual or as an organization.
- Apply to participate in Homecoming activities.

OCTOBER

- Request funding for your organization at least 5 Senate session in advance of program or conference (make sure you attended a mandatory Treasurer's workshop).
- Register for the October mini organization fair.
- Select a monthly Service Saturday or weekly Impact projects that your can sign up as an individual or as an organization.
- Attend a Skill Builder Leadership workshop.
- Apply to participate in a Winter Alternative Break.

NOVEMBER

- Prepare for elections and officer transitions if elections are approaching.
- Participate in the Carolina Cares, an annual holiday donation drive.
- Register for the November mini organization fair.
- Start planning events and meetings for spring.
- Attend a Skill Builder Leadership workshop.
- Request funding at least 5 Senate sessions in advance of your program or conference.

DECEMBER

- Hold the organizations final meetings of the semester. Student organizations cannot hold events or meetings during exam week.
- Finalize plans for early spring.
- Register for the spring student organization fair.

- Attend the annual Tree Lighting Ceremony.
- Register to participate in the MLK Days of Service.
- Request funding for your organization at least 5 Senate session in advance of program or conference (make sure you attended a mandatory Treasurer's workshop).
- Encourage your members to register for the Student Leadership and Diversity Conference held in February.

JANUARY

- Register and participate in the organization fair.
- Follow-up with interested students from the fair on organization activities.
- Attend a Treasurer's workshop if your organization would like to request funding.
- If you transitioned officers, update the information in the Student Organization System.
- Select a monthly Service Saturday or weekly Impact projects that your can sign up as an individual or as an organization.
- Attend a Skill Builder Leadership workshop.

FEBRUARY

- Request funding for your organization at least 5 Senate session in advance of program or conference (make sure you attended a mandatory Treasurer's workshop).
- Register for the February mini organization fair.
- Nominate yourself or your organization for the Leadership and Service awards.
- Attend the Student Leadership and Diversity Conference.
- Send your events to be showcased on the Women's History month calendar.
- Start planning for the fall, set dates and times for meetings and events, and attend the Russell House Space Lottery.
- Select a monthly Service Saturday or weekly Impact projects that you can sign up as an individual or as an organization.
- Apply to participate in a Spring Alternative Break.

MARCH

- Nominate an outstanding member for the TOAST breakfast.
- Juniors and senior organization members and leaders should apply for the LEAD Retreat.
- Nominate yourself or your organization for the Leadership and Service awards.
- Register for the March mini organization fair.
- Select a monthly Service Saturday or weekly Impact projects that you can sign up as an individual or as an organization.

APRIL

- Register for the April mini organization fair.
- Recognize members for their contributions by holding a recognition or awards ceremony.
- Attend the TOAST breakfast or Leadership and Service Awards.

OVER THE SUMMER

- Register for the Fall student organization fair.
- Plan an event for Carolina Welcome week.
- Participate as an organization in the RHA parking project for Fall move-in day.

Questions? More information can be found at the Leadership and Service Center website <http://www.sa.sc.edu/lsc/> or by calling (803)777-7130.