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 you 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.