

Student Org. Checklist

Heads up – all email communication with OSS should include your faculty advisor.

■ All Events

- ☐ Check the student activities calendar for conflicts before scheduling.
- ☐ Submit events or fundraisers for approval at least 30 days prior to the event.
- ☐ Submit at least two photos or videos per event to Carlton Norris.
 - Include who is in the photo
 - Include a brief description of the event
 - Include photo release forms for anyone not affiliated with UAMS featured on your socials

■ Monthly Meetings

- ☐ Reserve a meeting room using 25Live (if on campus).
- ☐ Submit the Monthly Meeting Request form.
- ☐ Submit guest speaker info at least 30 days before the speaking engagement.
 - Notify Dr. Philip if the speaker is a government official or associated staff member

■ Social, Fundraising & Educational Events

- ☐ Reserve a meeting room using 25Live (if on campus).
- ☐ Submit the Fundraising, Educational, and Social Event Request form.
 - Note if the event is on campus or non-UAMS persons will attend
 - Always answer "No" to the question about alcohol on campus
- ☐ Notify Dr. Philip of any expected government official or associated staff or guests.
- ☐ Attach merchandise photos or renderings to the event form, if applicable.
 - Note in the event description that your faculty advisor approved the design
- ☐ Submit all non-UAMS / external sponsorships to your faculty advisor and Dr. Philip for approval.

■ Health Screening Events

- ☐ Submit the Fundraising, Educational, and Social Event Request form.
- ☐ Submit the Screening Supplies form to Carlton Norris.
 - Must be signed by your organization advisor before submission
- ☐ Return supplies, Health Screening Information forms, and results within 2 business days after the event.

■ Reimbursements for Events

- ☐ Request a tax-exempt form from Heather Brewer before purchasing food, services, or merchandise.
- ☐ Email Heather Brewer for food/drink reimbursement within 7 days of the event.
 - Include the meeting agenda
 - Include a sign-in sheet or list of attendees
 - Include the paid itemized receipt
- ☐ Submit all reimbursement requests for the academic year by April 30.

■ Professional Travel / Meetings

- ☐ Submit the Professional Travel form to your faculty advisor for approval.
- ☐ Email the signed Professional Travel form to Dr. Philip.
- ☐ Have your faculty advisor email Dr. Philip the final list of approved travelers.
 - Include conference name and dates of attendance
- ☐ Have your faculty advisor email estimated expenses to Dr. Philip and Heather Brewer before the conference.
 - Registration, travel, and lodging
- ☐ Submit a PDF of paid invoices to Heather Brewer within 7 days of returning.
 - Include conference info (agenda, website link, etc.) Include
 - Paid receipts for approved category
 - Include itemized hotel invoices listing all occupants per room
- ☐ Submit summer meeting requests by May 30 – faculty advisor to Dr. Philip and Heather Brewer.

■ Elections & Executive Transition

- ☐ Submit GPA verification for all new executive members 14 days before voting.
 - Faculty advisor submits to Dr. Philip
- ☐ Title the GPA verification form correctly.
 - Format: First Last – Org Name GPA Verification form – Month Year
 - Example: John Smith – Kappa Psi GPA Verification form – March 2026
- ☐ Inform Dr. Philip and Carlton Norris of new officers after elections.
- ☐ Hold a transition meeting with incoming and outgoing executive members.

■ Fraternities

- ☐ Attend and present at the fall Rush Informational Meeting.
- ☐ Inform Carlton of your desired social event date and submit a Social Event form.
 - Priority for rush social dates rotates each year

■ Shadow Box

- ☐ Update the shadow box by Orientation and maintain it throughout the year.
- ☐ Keep all photos and text large and legible.

■ End of Year

- ☐ Submit the Annual Report to Carlton Norris by May 15.
- ☐ File tax returns every three years, if any of the following apply.
 - It's required by the chapter's national organization
 - The chapter maintains a private bank account
 - The chapter assumes revenue
 - The chapter purchases supplies with tax-exempt status

Questions? Loop in your faculty advisor.

Keep for reference all year.