

Student Org. Checklist

All email communication with OSS should involve your faculty advisor

ALL Events:

- Check the student activities calendar to make sure there aren't any conflicts.
- Submit events or fundraisers for approval **at least 30 days prior** to the event.
- Submit a minimum of two photos/videos per event to Carlton Norris. Email must include:
 - Who is in the photo.
 - A brief description of the event.
 - Photo release forms for anyone not affiliated with UAMS to be featured on your socials.

1. Monthly Meetings:

- If on campus, reserve meeting room using [25Live](#).
- Submit Monthly Meeting Request form.
- Guest speaker(s) submitted **at least 30 days prior** to the speaking engagement.
 - Notify Dr. Philip if the guest speaker is a government official or an associated staff member.

2. Social, Fundraising, Educational Events:

- If on campus, reserve meeting room using [25Live](#).
- Submit Fundraising, Educational, and Social Event Request form.
 - Note if you are going off campus and non UAMS persons will be attending
 - Always answer "No" to the question regarding alcohol being on campus
- Notify Dr. Philip if you anticipate any guests to be a government official or an associated staff member.
- If merchandise is included, attach photos/renderings to the event form.
 - Note in the event description section that your faculty advisor approved the design.
- Submit all Non-UAMS sponsorships/external sponsorships for approval to your faculty advisor and Dr. Philip.

3. Health Screening Event:

- Submit Fundraising, Educational, and Social Event Request form.
- Submit Screening Supplies form to Carlton Norris.
 - Organization advisor must sign prior to submission.
- After the event, return the supplies, Health Screening Information forms, and related results **within two business days** of your event.

Reimbursements for Events:

- Request tax exempt form from Heather Brewer when purchasing food, services, or merchandise.
- Submit an email for reimbursement of food/drinks to Heather Brewer **within 7 days of the event**.
Include:
 - Meeting Agenda
 - Sign-in Sheet or List of Meeting Attendees
 - Paid Itemized Receipt
- Requests for reimbursements for the academic year must be done by **April 30th**.

Professional Travel/Meeting:

- Submit the Professional Travel form to your faculty advisor for approval.
- Email Dr. Philip the signed Professional Travel form.
- Faculty advisors must email Dr. Philip the final list of students approved to travel.
 - Include conference name and dates of attendance
- Faculty advisors must email Dr. Philip and Heather Brewer the estimated expenses (registration, travel, and lodging) prior to the conference when seeking reimbursement for one of the three expenses.
- Submit PDF of paid invoices of students who attended to Heather Brewer **within 7 days of the return date.**
For reimbursement Heather Brewer will need the following:
 - Conference Information (agenda, website link, etc.)
 - Paid receipts for your approved support category from each individual (registration, travel, or lodging).
 - Itemized hotel invoices that include the name of all occupants for each room
- Requests for meetings taking place in the summer **must be submitted by May 30th** by the faculty advisor to Dr. Philip and Heather Brewer.

Elections/New Executive Transition:

- **New Member GPA Verification:** Faculty advisors must submit GPA verification to Dr. Philip for all new executive members **14 days prior to voting.**
- **GPA verification form must be titled with:**
 - First, Last Name
 - Org Name (GPA Verification form)
 - Month, Year***Example:** John Smith - Kappa Psi GPA Verification form - March 2026
- **After elections:**
 - Inform Dr. Philip and Carlton Norris of your organization's new officers.
 - Have a transition meeting with new and old 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 will rotate each year.
- Host one social during the assigned recruitment period.

Shadow Box:

- **Update by Orientation AND maintain throughout the year.**
- Ensure all photos and text are large and legible.

End of the year:

- **Annual Report:** Submit to Carlton Norris by **May 15th**
- **Tax Returns:** Must be filed **every three years if:**
 - It is a requirement of the chapter's national organization
 - The chapter maintains a private bank account

- The chapter assumes revenue
- The chapter purchases supplies with tax-exempt status