



## Student Organization Leader Essentials Checklist

Please use the following checklist to make sure you are on top of your club leader duties. Student Development will proactively follow-up with clubs using this checklist and deactivate clubs that are non-compliant.

1. I attended club leader training.
2. I registered or re-registered my student organization on AUP Engage, and it was approved.
3. My roster on Engage is up-to-date and includes all board members and positions.
4. I or my predecessor submitted the previous semester's roster via email, AUP Engage, or the re-registration form.
5. I have access to my club's email. I frequently check my email and respond to students, faculty, and staff in a timely manner.
6. I have no pending memberships in AUP Engage, I responded to all students who expressed interest in my club.
7. I commit to post at least 3 events or news item on Engage this semester.
8. I know how to request a budget and have no pending receipt requests from the SGA treasurer.
9. If I would like the SGA communications director(s) to advertise my event or share news in the weekly email, I will email all necessary information or have it published on Engage by Sunday evening to [usc\\_communications@aup.edu](mailto:usc_communications@aup.edu) or [gsc\\_communications@aup.edu](mailto:gsc_communications@aup.edu)
10. I posted pictures, documents, and information on my organization that makes it easy for outsiders to understand what my club is about.

## Resources

**Faculty/Staff Support** – AUP Engage, Event Planning, Leadership Development, Misc.)

*Faculty/Staff Advisor* – Your advisor can be your first point of contact. For help finding an advisor, please contact the Student Leadership Coordinator.

*Student Leadership Coordinator* – Safia Benyahia, [sbenyahia@aup.edu](mailto:sbenyahia@aup.edu)

*Student Development* – [sd@aup.edu](mailto:sd@aup.edu)