
department of student programs



STUDENT ORGANIZATION ANNUAL PLANNING CALENDAR

The following are suggested student organization leader responsibilities by month. The leader is not responsible for getting all these things done, but for seeing that all of these things get done by someone. Each organization has different needs and a more complete list should be developed by each group. Some tasks are shared by all groups, however: checking mailboxes in the basement of the Lavin-Bernick Center every week, and meeting meet frequently and regularly with advisers.

AUGUST

- New Wave Orientation — the newbies are here!
- Student Organizations Welcome Back Meeting: Wednesday, Aug. 27, 2008 at 4 p.m. in the LBC Kendall Cram room.
- Student organizations budgets released. Your adviser will receive a copy of your budget allocation and you'll get one in your LBC organization mailbox.
- Schedule meeting times and locations. Make room reservations at www.lavinbernickcenter.tulane.edu.
- Gather non-Tulane contact info for all your students: e-mail, cell phone, etc.
- Check the University Calendar before you schedule events — calendar.tulane.edu
- Get organized to participate in Activities Expo, the student organization fair, Friday, Aug. 29 at 4 p.m. in the LBC.
- Form a team with your organization members and participate in Outreach Tulane, the largest single day of community service at Tulane. Meet Saturday, Aug. 30 at 8:30 a.m. in the LBC Ballroom. Sign up at outreach.tulane.edu.
- Think about how to involve new students in your organization.
- Subscribe to the Events List to make sure you know what is going on around campus: events-l@tulane.edu.

SEPTEMBER

- Conduct, a general meeting/open house to invite new members and remember to specifically contact students who signed up at Activities Expo.
- The Undergraduate Student Government's first meeting is this month. Find out when and where at usg.tulane.edu.
- Develop organization timelines: pick dates for your organization's events, meetings, elections, etc. Assign tasks and completion dates to members for those events.
- Plan activities to help your members get acquainted with each other. Icebreakers are always helpful at the first few meetings. Visit Student Programs in the LBC to get suggestions for icebreaker activities.
- Put together materials for each member including: your group's constitution; a membership list; a list of goals and objectives; and a calendar of meeting times and locations. Also include any set dates and deadlines for projects or special events.
- Schedule regular meetings with the other officers and the adviser.
- Green Wave Football Season Begins! The first home game is against East Carolina, Saturday, Sept. 13. Go to tulanegreenwave.collegesports.com for details
- USG Budget Workshop is this month. Check out the Student Programs website to find out when and where: studentprograms.tulane.edu.
- Tidal Wave Homecoming applications available — graduating seniors only. Applications are usually due about three weeks after they are available.
- Plan events for October, November and December.
- If you have not done this already in the spring, set goals and objectives for the year.

OCTOBER

- Homecoming events start Sept. 28 and extend through the date of the game, Oct. 4.

- Saturday, Oct. 11: National Coming Out Day

NOVEMBER

- Thanksgiving Break is Nov. 26-30.

DECEMBER

- Last day of programming is Friday, Dec. 5.
- Study period and finals: Dec. 6-16.

JANUARY

- First day of class is Jan. 12.
- Review your organization goals and objectives. Are you on track?
- Check your constitution and familiarize yourself with your organization's election procedures.
- Martin Luther King Week for Peace events — check oma.tulane.edu for information.
- Martin Luther King, Jr. holiday is Monday, Jan. 19.

FEBRUARY

- Check organization mailbox at least once a week.
- Meet with your adviser
- Begin recruitment for Officer Elections
- Mardi Gras Break is Feb. 23-24
- USG Student Organization Budget Requests will soon be due — think about what you'll be doing next year!

MARCH

- Officer elections & retreat
- Officer transition
- Crest Award nominations are available. Consider nominating students or your organization for an award. Go to studentprograms.tulane.edu/crest.php for information. The ceremony is in April.
- USG/GAPSA budget hearings gear up.
- Spring Break — March 22-29

APRIL

- Schedule meeting times and locations for the fall. Make room reservations at www.lavinbernickcenter.tulane.edu.
- Schedule outgoing officer training with newly elected/selected officers.
- Plan and develop goals for next academic year
- Write an annual report summarizing the group's activities, successes and failures and make recommendations for following years. This is very useful for the new leadership and it provides historical information for the files.
- Attend the Early Bird Fair for student organizations to get a head start on 2009-2010!
- Sign up for Activities Expo (expo.tulane.edu)
- Clear your organization's belongings from the Student Organization Center, or arrange to store your materials over the summer.
- USG/GAPSA budget hearings continue
- Easter Break is April 10-13.
- Last day of programming is Tuesday, April 28.
- Study period and finals: April 29-May 9.

MAY

- Commencement: Saturday, May 16.

JUNE & JULY

- June 30: End of academic and fiscal years
- Write letters to the officers and members to keep them updated. This is also good way to build motivation and excitement for the fall.
- Review your organization's hurricane plan. Make sure all your members know the plan too!
- Organize your files, burn them on a CD, and discard any unneeded materials.
- Prepare and organize for early fall events.