ANNUAL CYCLE CHECKLIST

This checklist is to ensure your organization remain compliant throughout the academic year
If any of these are incomplete your organization will be unable to participate in various campus activities and could lose campus recognition

☐ **May- Septemeber**
Re-register your student organization via RowdyLink

☐ **August/September**
Submit your spring/summer disclosure of solicitation form
- Each semester Organizations must submit their Disclosure of Solicitation form on RowdyLink. The form can be found on the Student Activities Page, under forms. This form opens one month prior to the start of each semester and is due within the first 30 days of the semester.
- Organizations that do not submit this will be unable to participate in on-campus fundraisers or host on-campus fundraisers.

☐ **August- September**
2 members attend State Mandated Risk Management training
- Each year Organizations can find the training on RowdyLink and on the Student Activities Page, under events.

☐ **September- December**
Complete and submit State Mandated Risk Management compliance packet
- Once two members attend the training, the organization must submit the compliance packet.
- The compliance packet can be found on the Student Activities RowdyLink Page, under documents

☐ **January/February**
Submit your Fall/Winter disclosure of solicitation form
- Each semester Organizations must submit their Disclosure of Solicitation form on RowdyLink. The form can be found on the Student Activities Page, under forms. This form opens one month prior to the start of each semester and is due within the first 30 days of the semester.
- Organizations that do not submit this will be unable to participate in on-campus fundraisers or host on-campus fundraisers.

☐ **March/April**
Attend required RowdySync sessions
- Each year organizations must attend a RowdySync session so they may register for the upcoming academic year.
- RowdySync sessions can be found on RowdyLink and on the Student Activities Page, under events.

Please contact GetInvolved@gmail.com if you have any questions