**Key Program Dates**

1. Submit all criteria by April 2, 2018
2. Attend The LeeRoys excellence awards on April 18, 2018

**Accessing the Google Folder**

1. Email getinvolved@trinity.edu for officer access
2. Visit tinyurl.com/eyes1718 & locate your folder

**Advising and Support**

1. **1.1 Annual registration** is an online process that opens in January of each year.
2. **1.2** The online roster form will be shared with you. Please be sure to list at least 10 members.
3. **1.3** Annually, review and amend governing documents, as necessary. Follow protocol unique to your org.
4. **1.4 Risk management training** will be an online module. Once completed, share key points the org might need to know. Pass around a sign up sheet & note the date & location of the presentation.
5. **1.5** The annual registration form requires that you submit contact info for advisor(s). Email getinvolved@trinity.edu for help finding an advisor.

**Organizational Meetings & Communication**

1. **2.1 List all new members** (include month/year joined) in a Google doc.
2. **2.2** All executive officers will attend Leadershipalooza to kick start another year!
3. **2.3** Complete the goals form pre-loaded in your organization’s Google folder.
4. **2.4** One advisor meeting/semester should be a goals “check-in.” The other meeting is up to you. Aim to meet in September/November & February/April.
5. **2.5** Host regular meetings as defined by your org. Share minutes following each meeting to enhance communication.

**Active Member Standards**

1. **3.1** Active member standards can include presence at a minimum number of meetings/events, a GPA requirement, paying dues, etc.
2. **3.2** Recognize members via social events, awards, or a regularly recurring member spotlight.
3. **3.3** Consider a Career Services or CliftonStrengths workshop. Email getinvolved@trinity.edu for ideas.
4. **3.4** Incoming & outgoing officers should meet at least once to share tips and materials. Upload a list of transition meeting(s) and names of students present.
5. **3.5** Spend time together at a retreat planning, setting goals, and celebrating successes! Looking for help? Email getinvolved@trinity.edu.

**Organizational Promotion & Visibility**

1. **4.1** Online registration for involvement fairs is disseminated about 30 days in advance of the event.
2. **4.2** Share the great work (and fun!) your org is doing via Instagram, Facebook, or Twitter.
3. **4.3** Promote, promote, promote. Get your name out there via LeeRoy daily e-newsletter, Tritonian ads, social media, and more.
4. **4.4** Show your #tigerpride! Support events by getting 50% of members to the MLK Jr. March, Mocha Life, campus lectures, TDC Diversity Dialogues, & more. Remember to take pictures!
5. **4.5** Collaboration is the name of the game! Join forces with your peers to host one collaborative event/year (service, diversity, etc.).