Mid Year Report for Student Organizations
Due Wednesday, December 19, 2012

The Mid Year Report form is now available on OrgSync for your organization to submit their mandatory Mid Year Report to the Office of Student Involvement. The information in the Mid Year Report is critical to assess how our student organizations have been performing this fall and what the Office of Student Involvement can do to better resource and support all of the groups on campus.

The Report requires four Excel spreadsheet templates to be completed and uploaded throughout the OrgSync form. You can access these templates through www.xaveriuniversity.edu/clubs under the “Reactivating An Existing Club” link or through your OrgSync page under the Files tab. The four templates require you to report your current organization’s budget, roster, programs and events that have taken place this fall as well as any community service your group has performed so far this year. Please use these templates and do not submit this information in any other format.

Mid Year Reports can be accessed through your OrgSync page under the Forms tab or at https://orgsync.com/32078/forms/41503. Your organization’s president is required to submit the report although portions of the report, such as the templates, can be completed by other members. All reports must be submitted by December 19th!

Register for Spring Involvement Fair
Tuesday, January 15, 2013

The Spring Involvement Fair, presented by the Office of Student Involvement, is an opportunity for students to connect with student organizations, offices and departments to get involved for the spring semester. This event is promoted to all students but specifically marketed toward transfer and first-year students who did not join an organization this fall. Spring Involvement Fair will take place on Tuesday, January 15th from 11am-2pm in the Gallagher Student Center.

Registration is now open for interested groups through your OrgSync page under the Forms tab or at https://orgsync.com/32078/forms/42438. The deadline to register your group to participate is January 9th but don’t delay, register today! For more information, visit the link above or check out the Spring Involvement Fair link at www.xaveriuniversity.edu/clubs.

Financial Facts: What’s my balance?

This year, the SGA Financial Affairs Committee has been working diligently to send out monthly balance updates for your student organization. Make sure you take the time to review your current balance in these emails. You can also request a Year to Date Report of all income and expenses through the Office of Student Involvement by contacting Crystal Guffey to request this report. Email Crystal at guffeyc@xaveriuniversity.edu to check your balance or to request this report for your fund.

Policy Points: Your Need-To-Know

Final Day for Campus Programming Policy

Campus programming ends at midnight the Friday prior to the week of final examinations – this semester being Friday, December 7th. This includes campus programming that is social, educational leadership, recreational and or service related that is coordinated, supported or facilitated by a Xavier University student organization, office or department. On rare occasions, exemptions may be requested through the Office of Student Involvement by contacting 513.745.3004 or asinvolveメント@xaveriuniversity.edu. Any violations of this policy may lead to event termination, repayment for costs incurred because of the violation, a fine, and referral to other campus offices as deemed appropriate, such as Student Integrity. To view the entire policy, visit www.xaveriuniversity.edu/clubs and click on the "Forms" tab.

SGA Special Request Funding – Update

The SGA Special Request Fund has been exhausted for the year. SGA Financial Affairs Committee (FAC) has allocated the full $30,000 this year to over 20 requesting organizations. At this time, FAC will no longer be accepting Special Request Funding Applications. Should additional funds become available in the future, student organizations will be contacted and the application will be reactivated in OrgSync.

The Co-Curricular Program Funding Board has approximately $15,000 remaining for the year to allocate to student organizations. For more information on Co-Curricular Program Funding Board applications and request policies, visit www.xaveriuniversity.edu/clubs and click on the "Forms" tab.

Club Council Meeting

The Club Relations Committee of the Student Senate invites student organization presidents and officers to attend the first Club Council Meeting of the year on Sunday, December 2nd at 4:30pm in Kennedy Auditorium (CLC 4th floor). Club Council is an opportunity for organizations to come together and discuss any issues that clubs are facing on campus (from funding to space reservations to event promotions and more) as well as to exchange information about upcoming events and to find partners from other student organizations to collaborate on larger programs. For more information, contact Meghan Savercool, Chair of the SGA Club Relations Committee, at savercoolm@xaveriuniversity.edu.

A Year In T-Shirts

Print t-shirts this year? Help Student Involvement and Interfaith Community Engagement commemorate the 2012-2013 school year through the shirt! Drop off an extra t-shirt in the Office of Student Involvement in GSC 200 and we'll include your shirt in the "A Year in T-Shirts" display in April 2013.