



SOFS Annual Planning Calendar

SHEETS

This calendar is designed to help student organizations plan ahead for the year. Because dates for particular events change from year to year, only general time frames are listed. Specific dates for a given year will need to be researched by the organization.

ON-GOING APPLICATIONS, PROPOSALS, ETC:

- Annual Review Form (ARF) (must be completed each time Officer/Advisor contact information changes or they are replaced)
- Organization orientations (provided by Student Involvement)
- Treasurer training (provided by Student Organization Financial Services [SOFS])
- Event Planning and Registration consultation (required for all events; provided by Student Involvement)
- Fund Allocation Committee (FAC) funding proposals (must be submitted five weeks in advance of event; reviewed by FAC – part of University Program Council [UPC])
- Updates to organization constitution or changes of organization name are submitted, reviewed and approved by Association of Students at the University of Nebraska [ASUN]

PLAN AHEAD!

- JULY**
- Beginning of the academic year (and fiscal year)
 - Student Organization Financial Services (SOFS) sends Treasurer the Annual Account Balance Confirmation form with account balance information as of June 30
 - “Move in day” for organizations allocated Union space for the academic year
- AUGUST**
- Big Red Welcome (sign-ups in advance; see April)
 - Classes begin
 - ASUN Committee Appointment applications available (see ASUN for details)
- AUGUST 31**
- Student Organization Financial Services (SOFS) deadline for Annual Account Balance Confirmation (failure to file form may result in an account freeze)
- SEPTEMBER**
- Labor Day
 - Plan events to be held in October, November, and December
- OCTOBER**
- Check organization mailbox at least once a week
 - Homecoming
 - Fall Break
 - Deadline for Emerging Leaders Class applications for spring semester
- NOVEMBER**
- Thanksgiving Break
- DECEMBER**
- 15th Week (major events restricted during this week)
 - Finals Week
 - Graduation
 - Semester Break
 - Plan events for February, March, and April
- JANUARY**
- Classes begin
 - Martin Luther King Jr. Day
 - Deadline for LeaderShape Nebraska applications
- FEBRUARY**
- Deadline for Volunteer Spirit Award nominations
 - Deadline for Union space applications for following academic year

MARCH

- ASUN Elections (encourage members to vote)
- Deadline for Student Impact Award nominations
- Spring Break

- ASUN Committee Appointment applications available (see ASUN fo details)
- Ivy Day / Honors Convocation
- Student Impact Awards Banquet
- Sign up for Big Red Welcome (Office of Admissions and Student Involvement)
- Deadline for Emerging Leaders Class applications for fall semester

MAY

- 15th Week (major events restricted), Finals Week, graduation

JUNE 30

- End of academic year (and fiscal year)
- “Move out day” for organizations that have not been renewed for Union space in the next academic year

APRIL

For more information on organization and personal development skills in the SOAR series, stop by or call UNL Student Involvement, 200 Nebraska Union, 472-2454; or 300 Nebraska East Union, 472-1780. Staff members will be happy to assist you and answer your questions.

student **involvement**
<http://involved.unl.edu>

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