

MY CHECKLIST

Completing the Application:

- _____ Questions #1-#5 completed (attach additional sheets if space is needed)
- _____ #6 completed: Secured letter from faculty/staff member agreeing to be advisor

Constitution & Bylaws:

- _____ Constitution written
- _____ Bylaws written
- _____ Charter application & Constitution & Bylaws submitted to the Charter & Rules Committee mailbox located outside of Student Union Room #219.

Mandatory Meeting Attendance:

- _____ Attended the Charter & Rules Meeting (*at least 1 representative*)
 - Date of Meeting: _____
 - Time of Meeting: _____
 - Location of Meeting: _____
- _____ Attended the Senate Meeting (*at least 1 representative*)
 - Date of Meeting: _____
 - Time of Meeting: _____
 - Location of Meeting: _____

Training and Nuts & Bolts:

- _____ Meeting scheduled to elect officers and complete charter renewal form
- _____ Charter Renewal form submitted to SAO
- _____ New Club Orientation scheduled with SAO
- _____ New Club Orientation training completed
- _____ Greek Affairs Orientation w/ Assistant Director of SAO completed (*Greek-letter organizations only*)

Congratulations! You are now an officially chartered NEIU Organization!