

Hello Student Leaders,

I wanted to send a final reminder to all organizations to ensure everyone completes all steps for remaining active this year. Also, please remember to routinely check your organization mailbox located outside of SU-219.

### **STUDENT ORGANIZATION TRAINING**

2 officers must attend training on this Saturday, September 19<sup>th</sup> 9am-4pm. Please RSVP by logging into OrgSync or following this link:

<https://orgsync.com/forms/show/15239>

### **CHARTER RENEWAL**

CHARTER: All clubs must submit an updated Charter Renewal from through the OrgSync portal no later than Wednesday, September 30<sup>th</sup> @ 4pm. Not submitting a charter renewal by this date would mean that your club will be “inactive” until January 2010. Here is the link if you do not have an OrgSync account yet. <https://orgsync.com/forms/show/13943>

### **ORGSYNC TRAINING**

This is optional. Because we know that a number of our student leaders are still new to OrgSync and some may need a refresher, the SAO will be offering 3 training sessions on the club management system. Please RSVP at the following link to ensure your place: <https://orgsync.com/forms/show/15305>

### **Options:**

Friday, Sept. 25<sup>th</sup> 4pm-5pm in LWH-4066

NOTE: It is crucial that all clubs understand and use OrgSync as our office now uses it as our primary means for communication and forms submittal for student organizations. Questions? Contact Sharron Evans at x4666 or email [sm-evans@neu.edu](mailto:sm-evans@neu.edu).

### **SPECIAL NOTE ABOUT CHANGES TO ORGSYNC:**

The appearance and some functions of the OrgSync portals have change slightly. But, for the most part, all things remain the same. When you access the FORMS section, please note that the forms are now listed in categories. Further, only 4 forms in the list will show per category. Please click on the “SEE ALL” button to right of the section. It will expand and show all forms in that category. If you have any challenges or questions, please do not hesitate to call our office at x4660.

## **SOME IMPORTANT LINKS AS RESOURCES FOR CLUBS**

If you haven't done so, check out our Student Activities Website. There are a great deal of resources on there for you.

Event Calendar (all registered events are entered into this calendar)

<http://www.neiu.edu/~deptsao/calendar.htm>

Student Organization Handbook (updating for 2009-2010 not completed yet)

<http://www.neiu.edu/~deptsao/handbook.htm>

Club Advisor Handbook

<http://www.neiu.edu/~deptsao/advres/handbook.htm>

SAO UPDATES: If you missed a Newsletter or an Electronic Update from me:

<http://www.neiu.edu/~deptsao/newsletter/index.htm>

<http://www.neiu.edu/~deptsao/newsletter/saoupdates.htm>