

MAXIMIZING YOUR GARNET GATE EXPERIENCE: CHECKLIST FOR THE YEAR

Check off all of these items to set yourself up for a successful year ahead!

RENEW

Be ready to complete renewal for your organization (during the first 3 weeks)

- Spring semester: FSL orgs, and sport/physical activity orgs
- Fall semester: all other orgs

UTILIZE GARNET GATE

Utilize all of the features in Garnet Gate! Post relevant and fun photos from your events, use the News feature as a blog post, and post upcoming events so others can join!

ROSTER MANAGEMENT

At least once a semester update the organization's roster

- Add new members, remove those no longer active, and edit positions
- Once you've made any edits, verify the roster for that semester at the bottom of the About page

FUNDING

Attend a Treasurer's Workshop hosted by [Student Government](#)

- Even if you aren't 100% sure you need to request funds, attend so that the requirement is completed

NOTIFICATIONS

Make sure your [notifications and emails](#) are enabled for Garnet Gate so that you don't miss important updates!

- This includes getting the monthly SPURS UPdates Newsletter!

RESERVE SPACE

Meet with [Russell House Event Services \(RH 218\)](#) to learn all about planning the next great event! They can help you find the right space and show you how to use [25Live](#).

KNOW YOUR EXPERTS

The staff in the LSC is here to help you troubleshoot, develop your leadership skills, and help your organization thrive! Introduce yourself to the [LSC](#)! Come say hi, ask a question, or just enjoy the space!

