SGA “LIFE AFTER CHARTERMENT” 10 POINT CHECKLIST

1. Set up an email for your organization (use gmail) and send it to the SGA Vice President (SGA)
   a. Contact: Emma Rush, Executive Vice President
      i. Email: vp.sgamsu@gmail.com
      ii. Phone: 973-655-7434
2. Connect with your Class Director to go over Red Hawk Accreditation (SGA)
   a. Class III
      i. Email: classthree.sgamsu@gmail.com
   b. Class IV: Ruthie Nguyentran
      i. Email: classfour.sgamsu@gmail.com
3. Fill out this Hawksync form to request a hawksync portal (CSI)
   a. Contact: Julie Fleming Associate Director of Student Involvement
      i. Email: flemingj@montclair.edu
      ii. Phone: 973-655-7819
4. Utilizing Hawksync 101 (CSI)
   a. Contact: Casey Coleman, Coordinator of Student Activities
      i. Email: colemanc@montclair.edu
      ii. Phone: 973-655-3564
5. Read CSI’s Student Organization Handbook (CSI)
   a. This will guide your organization through the events allowed/not allowed on campus and provide very useful information about advertising for your organization
      i. https://orgsync.com/89630/custom_pages/16809
6. Attend Financial Training (SGA)
   a. Contact: Vincent Osei, SGA Executive Treasurer
      i. Email: treasurer.sgamsu@gmail.com
7. Establish Eboard meeting times (Your Organization)
8. Pick meeting day/time (Your Organization)
9. Plan events and input them in Hawksync (Your Organization)
10. Come to the SGA Office and ask for the Executive Vice President if you ever need help!
    (SGA)

*SGA= Student Government Association located in Student Center Annex Rm. 103
*CSI= Center for Student Involvement located in Student Center Annex Rm. 104