Organizational Portfolio Guide

*** (Format and overall image of portfolio is completely up to each organization as long as all key information that is included in this guide is included in the completed portfolio.)
Organization Information

Name of Organization

President’s Name & Contact Information

Organization’s Mailing Address

Advisor(s) Name & Contact Information
Current Membership Roster
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Membership Development & Leadership
Campus Life Enhancement
Service to the University & Community
University Involvement
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Award Nomination Form

Complete and Insert into Portfolio
Membership Development & Leadership

- Please describe how the organization encourages its members to get involved in outside organizations and in different leadership positions.

- Please describe the leadership/officer structure within the organization (e.g. how many officers, who can hold these offices)

- Please describe the importance of these actions.

- Please describe how the organization motivates its members to grow personally and individually and how the organization provides educational opportunities to advance a member’s experience.
Campus Life Enhancement

- Please describe how the organization utilizes its resources and efforts to try and enhance campus life (e.g. local/regional/national fundraising and its results, campus-wide events)

- Please provide examples and results of said activities.
Service to the University & Community

- Please describe how the organization encourages its members to get involved in the community through outside organizations and through community service.

- Please provide examples and results of said activities.
University Involvement

- Please describe how the organization motivates its members to become involved on campus (e.g. through campus events sponsored by other organizations, other campus organization involvement)

- Please describe the importance of these actions.
Fulfillment of the Organization’s Mission/Purpose

- Please describe the organization’s mission/purpose.

- Please describe how the organization strives to reach and achieve their organization’s mission/purpose through various organizational activities.
Advisor Recommendation Letter

- Please provide a recommendation letter from the organization’s advisor.

- Please describe why the organization qualifies for this award and what actions have they taken this year that makes them eligible to be awarded Student Organization of the Year.