2022-23 New Organizations Tier Structure Checklist

Requirements	Due Date
☐ 15 Minute Presentation to BSO Executive Team ☐ Faculty Advisor Information ☐ Introduction of organization: how it benefits Mines ☐ Long Term Plan for organization (3-5 year long plans) ☐ If requesting money, demonstrate financial transparency and responsibility ☐ List of those who will be on the Executive Committee of the new organization	N/A
Moving up a Tier: Complete the following **in addition** to the requirements above	**Due Date**
☐ Fall Summit including Presidents Round Table	Sept 10th
☐ Goals Form in the Fall	Oct 21st
☐ BSO Meeting in the Fall with Assign Executive Representative	Oct 7th
☐ BSO Meeting in the Spring with Assigned Executive Representative	Feb 24th
☐ Goals Evaluation Form in the Spring	Mar 10th
☐ Officer Transition form in the Spring	
☐ Service Events Form in the Spring	
☐ Summary Allocation Request in the Spring	
☐ Final Allocation Request in the Spring	
☐ Update information on Engage and add representatives to the SAIL Student Leaders Canvas course at the beginning of the Fall and Spring Semesters*	

Privileges

- ✓ Use of Engage Portal
- ✓ Appropriate use of CSM logos
- ✓ Eligible to request storage locker
- ✓ Access to Student Activities supplies
- ✓ Can request to receive up to $100 allocation
- ✓ Eligible to reserve Student Center/Academic Rooms across Campus

***The link to join the SAIL-BSO Canvas course can be found at https://elearning.mines.edu/enroll/TD6ET7**

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