

Group Compliance Checklist

Keep your group active and in compliance to access all the benefits available to groups.

Fall Checklist

- ☐ Minimum of 10 members on Connect
- ☐ Minimum of 5 Executives on Connect
- ☐ President and Treasurer roles filled
- ☐ Complete Orientation
- ☐ Complete 1 Workshop (1 per year)
- ☐ Host 1 Event (1 per year)
- ☐ Host 1 Meeting (1 per term)
- ☐ Submit Service Hours for the term
- ☐ Submit Post-Event Reports for all group events

Winter Checklist

- ☐ Minimum of 10 members on Connect
- ☐ Minimum of 5 Executives on Connect
- ☐ President and Treasurer roles are filled
- ☐ Complete 1 Workshop (if not completed in Fall)
- ☐ Host 1 Event (if not completed in Fall)
- ☐ Host 1 Meeting (1 per term)
- ☐ Submit Service Hours for the term
- ☐ Submit Post-Event Reports for all group events
- ☐ Complete Annual Executive Election
- ☐ Submit the Year-End Report