

GSO Operational Calendar Example

**Below is a suggestion for each GSO's operating timeline*

Welcome to the new academic year!

Before the start of classes in September...

- **The president or VP should have submitted space reservation requests for the academic year (Pres/VP).** It's strongly recommended that you get a jump start on scheduling space and put in all reservations (Graduate Student Lounge, PRCC, etc.). If you decide to cancel and host a meeting or happy hour elsewhere, that's fine, but it's easier to make a reservation than get one at the last minute.
- **The president or VP should have drafted a meeting schedule** for at least the fall semester. This includes scheduling a regular, bi-weekly meeting of your Executive Board.
- **All members of the Executive Board should be added to your organization's profile on The Arc.** Using The Arc is important, because it's where you will find links to the monthly GSA Council Meetings that you must attend.
- **The treasurer should have drafted a rough budget for the upcoming academic year.** The GSA does not open the application for GSO's to get recognition and funding until after the school year has begun. Only at that time will you know what the max amount of money is your GSO can request from the GSA. However, you can get a jump start on planning if you operate from the assumption that you will at the very least receive the previous year's allocation.
 - The GSA typically asks that you submit a list of tentative events for the school year as the justification for your budget request in this format. Always request the max allocation.
 - The application deadline will vary by year.
 - To host an event before the recognition and funding period is complete, you will have to get special permission from the GSA Executive Council in writing (email: ec@gsa.rutgers.edu)

Example of GSO Operational Calendar, September through May

September

- Send out welcome e-mail/message to your GSO members
 - Notify students about the date/time of the first event or meeting
 - Complete org registration with the Graduate Student Association (forms are available through their website)
- Begin planning for your first event in October
 - Select theme (if applicable) and/or caterer
 - Designate roles and responsibilities
- You may be invited to table at New Student Org Fairs
- Have president and treasurer attend the GSA's financial training so that your org can be allowed to submit a Funding Application (dates dispersed via the GSA listserv)

October

- Host first event of the year (varies depending on the recognition timeline)
 - Remember the minimum number of events you should have per semester to remain an active graduate student organization
 - Remember to submit a Post-Event Report ASAP (form found on Teams)
- Have a representative of your Executive Board attend the first GSA Council Meeting
- Begin planning your November event(s)

November

- Host November event(s)
- Attend GSA Council meeting
- Begin planning your December event(s)
- Begin discussing your goals and expectations for the spring

December

- Host December events
- Attend GSA Council meeting
- Complete mid-year financial reporting to the GSA

January

- Send a welcome (or welcome back) message to members
- Attend GSA Council meeting
- Host events

February

- Attend GSA Council meeting
- Host events

March

- Host events
- Begin thinking about elections
 - Draft an election timeline
 - Update role and responsibilities descriptions as you see fit
 - Send out nomination form for the Executive Board positions
- Begin planning April General Body meeting
- Attend GSA Council meeting

April

- Host final event
- Conduct voting process and announce new Executive Board
- Attend GSA Council

May

- Begin transition process with new executive board
- Complete end-of-year financial reporting