



## Student Club/Organization Biannual Reporting Checklist

This checklist is a tool for continuing student clubs/organizations to make sure they have completed the necessary requirements/documents for their biannual reporting to stay in good standing with the College of Law. All requirements/documents below must be completed and emailed to [Jennifer Perez](#) in Student Affairs PRIOR to the start of the Fall and Spring Semester.

### Organization Info:

Name	Date Completed
ULV Email	Academic Semester/Year

- Updated Student Club/Organization Membership Roster (if applicable)
- Calendar of events held over the semester
- Student Organization Pro Bono & Community Service Time Log
- Event Pre/Post Evaluation for EACH event held over the semester (2 forms for each event)
- Results of elections
- Accounting Statement
- Activities planned for the upcoming semester/year
- Other relevant information

Prepared by: \_\_\_\_\_ Email: \_\_\_\_\_

### Verified by:

\_\_\_\_\_  
*Organization President*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Advisor*

\_\_\_\_\_  
*Date*