

**STUDENT ORGANIZATION YEAR-END REPORT**

**Academic Year Ending Spring \_\_\_\_\_**

Please submit this form to the assistant director of engagement and programs no later than **April 3<sup>rd</sup>** in order to renew your organization's official registration with the University for the following academic year.

**IF THIS ASSESSMENT IS NOT COMPLETED BY THIS SPECIFIC DATE YOUR ORGANIZATION WILL NOT BE RECOGNIZED OR FUNDED BY PEPPERDINE UNIVERSITY.**

Name of Student Organization: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Returning Next Academic Year? (Y/N) \_\_\_\_\_

**Current Year Officers:**

Name	Phone	Email
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President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Other Officers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Newly Elected Officers:**

Name	Phone	Email
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President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Other Officers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH A COMPLETE LIST OF ALL RETURNING MEMBERS OF THIS ORGANIZATION.  
(Include first and last name, phone number, and email for each member)**



## **Year-End Summaries:**

1. What goals and objectives did your organization establish for the current academic year? Was your organization successful in achieving them?
2. What was your biggest accomplishment this past academic year? What was your biggest obstacle this past academic year and were you able to overcome it?
3. In what ways did your Faculty/Staff Advisor and the Engagement & Programs Office assist your organization? Do you have any suggestions for future assistance?
4. What recruitment efforts did you try and implement? Were they successful? Do you have any suggestions for the organization's future leaders?
5. Did you make any changes to your constitution or bylaws? If so, please explain and attach any changes to this report and submit your organizations fully-updated constitution to the director of student services.

**Meeting Minutes:**

Please attach copies of your organization's meeting minutes from the current academic year.

**President and Advisor's Agreement:**

I have read and am familiar with the *School of Public Policy Academic Catalog* and the *School of Public Policy Student Organization Handbook*. I understand and accept the regulations and responsibilities regarding student organizations specified within these handbooks. In particular, it is my understanding that alcoholic beverages may not be served or consumed at any formal or informal meeting or gathering of the student organization I represent. In planning on/off campus events, I take responsibility for making whatever arrangements necessary to ensure that alcoholic beverages will not be served or consumed.

\_\_\_\_\_  
Current Student Organization President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Newly Elected Student Organization President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Organization Faculty Advisor

\_\_\_\_\_  
Date