

C.O.B.R.A.

Tracking Sheet

Turn in with supporting documentation

Club Name _____

Club Senator's Name _____

Date Turned into Student Activities Director _____

Clubs earn money for participation in the following activities:

#1 General Assembly Meeting Attendance

Club's Senator will attend all General Assembly meetings of the Student Government Association throughout the semester. Meetings are posted on the Cobra's Calendar, located on the web page under "Current Students." Meetings will also be communicated to advisors and the club's Senator through e-mail.

If the club's Senator is unable to attend then the senator must inform the Club's Advisor who will send an alternative representative.

This is **mandatory for participation in the basic level.**

Supporting Documentation SGA General Assembly sign-in sheets with Senator's name and club's name. These will be maintained by the SGA.

#2 Separate Club Activity

Organizing and implementing a separate club activity, it can be on or off campus (ex. participate in fund raiser on campus/Fall Festival/Club Day, **OR** organize a work day for Habitat for Humanity, **OR** participate in Komen Race for the Cure, other approved activity see appendix A, etc.)

Supporting Documentation Pictures of the event or sign in sheets from the event or a press release with information about the event.

#3 Supporting Campus Activities

Providing volunteers for SGA sponsored activities, four total hours of volunteering is needed in this activity. Volunteers will contact SGA with day and times they play to participate. (Fall Festival, Spring Fling, Blood Drives, Constitution Day, Intramurals, ect.)

Supporting Documentation Sign in with SGA the day of the event, indicate what club they are representing and volunteer for four or more hours total during the semester. Most events include set up time, time during the event and clean up time. Example: 4 persons can volunteer 1 hour each to help set up during Fall Festival.