**RSO End of Year Report**

At the end of each academic year, the Student Engagement and Leadership Center compiles information from all student organizations on a variety of topics. This important information helps with planning for next year, increasing or adjusting resources offered, highlighting student organization accomplishments, and more. This form is completed via MineTracker.

**\*Completing the End of Year Report is mandatory every Academic Year\***

**Priority deadline: Friday, May 14, 2021 at 11:59 PM**

Those who submit a completed report by May 14 will be entered into a random drawing to win a **$200 prize** for their RSO.

***Final Deadline: Monday, May 31, 2021 at 11:59 PM***

*Any RSO who****does not submit****will automatically be****locked*** *on June 1, 2021 and will accrue a****$40 fee****upon re-registration for fall 2021.*

Use the fields below to collect the necessary information. When you have everything that you need, you can copy paste all your answers into this MineTracker form: <https://minetracker.utep.edu/submitter/form/start/481683>

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| **Tasks to complete at the end of the year:** |
| * Update your RSO's "About" page on MineTracker |
| * Verify/Update your officers and advisor(s) information on your roster |
| * Add new members |
| * Manage new officer positions |
| * Remove graduating members |

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| **Basic Background Information** | |
| RSO name |  |
| Type of Chapter (local, regional, statewide, national, international) |  |
| Is the organization a registered 501(c)(3)?  *Section 501(c)(3) is the portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations or private operating foundations. It is regulated and administered by the US Department of Treasury through the Internal Revenue Service.* |  |
| List of titles of awards/recognitions of RSO since April 2020 |  |
| Is your organization a new RSO? |  |
| Please identify the school/college your RSO falls under.  If none, please put N/A |  |
| What categories does your organization fall into? |  |

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| **Membership** | |
| How many new members did you add to your roster in fall 2020? |  |
| How many new members did you add to your roster in spring 2021? |  |
| Total members projected after spring 2021? |  |
| What are the top 3 benefits of joining your organization? |  |

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| **Meetings** | |
| How often did the RSO conduct general meetings? Weekly, biweekly, etc. |  |
| Total number of meetings held in the 2020-2021 school year |  |
| What percentage of those meetings were virtual? |  |
| Where did the RSO typically meet? |  |

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| **Events & Service Hours** | |
| How many community service events did your RSO host/participate in 2020 - 2021? |  |
| Total Number of SERVICE hours performed by the entire RSO in the 2020-2021 school year.  *This should be a total number of hours for ALL members of the organization from all community service activities. If it is not exact, please provide the best estimate.* |  |
| Total number of VIRTUAL events/programs in 2020-2021 |  |
| Total number of events/programs/workshops HOSTED by the organization (cumulative number of events listed above) |  |

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| **Finances/Banking** | |
| What type of cost center and/or bank account does your organization have? |  |
| On-Campus Cost Center (If applicable) | |
| Cost Center account number: |  |
| What is your balance? |  |
| Off-Campus Bank Account (If applicable) |  |
| Which bank do you use? |  |
| How long has your organization had your bank account? |  |
| What are the benefits of an off-campus bank account? |  |

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| **Advisor** | |
| Is your advisor the same person that is currently listed as your advisor on your Mine Tracker profile? |  |
| How often did you “virtually” see your advisor this year? |  |
| How often did you communicate with your advisor this year? |  |
| Does the advisor attend the meetings of the organization? |  |
| Do you believe your advisor meets the needs of your organization? |  |

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| **COVID 19-Impact** | |
| How did the pandemic impact your organization? What were some of the challenges your organization faced? |  |
| Did your organization utilize any campus resources? |  |
| What are 3 things that your organization is looking forward to in the fall semester back on campus? |  |

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| **Social Media** | |
| Does your RSO have a social media? |  |
| If yes, please include your accounts and handles |  |
| OPTIONAL: Showcase your organization! Gather some photos to share with us.  *On the MineTracker form you will be able to upload up to (3) photos from this past year.* |  |
| Did your RSO host any social media campaigns during the 2020-2021 school year? If yes, how many and what for? Tell us! |  |