



MURRAY STATE
UNIVERSITY

Registered Student Organizations

Organizational Portfolio Guide

****(Format and overall image of portfolio is completely up to each organization as long as all key information that is included in this guide is included in the completed portfolio.)*

PAGE 1

Organization Information

Name of Organization

President's Name & Contact Information

Organization's Mailing Address

Advisor(s) Name & Contact Information

PAGE 2

Current Membership Roster

PAGE 3

Table of Contents

Award Nomination Form

Membership Development & Leadership

Campus Life Enhancement

Service to the University & Community

University Involvement

Fulfillment of Organization's

Mission/Purpose

Advisor Recommendation Letter

PAGE 4

Award Nomination Form

Complete and Insert into Portfolio

PAGE 5

Membership Development & Leadership

- Please describe how the organization encourages its members to get involved in outside organizations and in different leadership positions.
- Please describe the leadership/officer structure within the organization (e.g. how many officers, who can hold these offices)
- Please describe the importance of these actions.
- Please describe how the organization motivates its members to grow personally and individually and how the organization provides educational opportunities to advance a member's experience.

PAGE 6

Campus Life Enhancement

- Please describe how the organization utilizes its resources and efforts to try and enhance campus life (e.g. local/regional/national fundraising and its results, campus-wide events)
- Please provide examples and results of said activities.

PAGE 7

Service to the University & Community

- Please describe how the organization encourages its members to get involved in the community through outside organizations and through community service.
- Please provide examples and results of said activities.

PAGE 8

University Involvement

- Please describe how the organization motivates its members to become involved on campus (e.g. through campus events sponsored by other organizations, other campus organization involvement)
- Please describe the importance of these actions.

PAGE 9

Fulfillment of the Organization's Mission/Purpose

- Please describe the organization's mission/purpose.
- Please describe how the organization strives to reach and achieve their organization's mission/purpose through various organizational activities.

PAGE 10

Advisor Recommendation Letter

- Please provide a recommendation letter from the organization's advisor.
- Please describe why the organization qualifies for this award and what actions have they taken this year that makes them eligible to be awarded *Student Organization of the Year*.