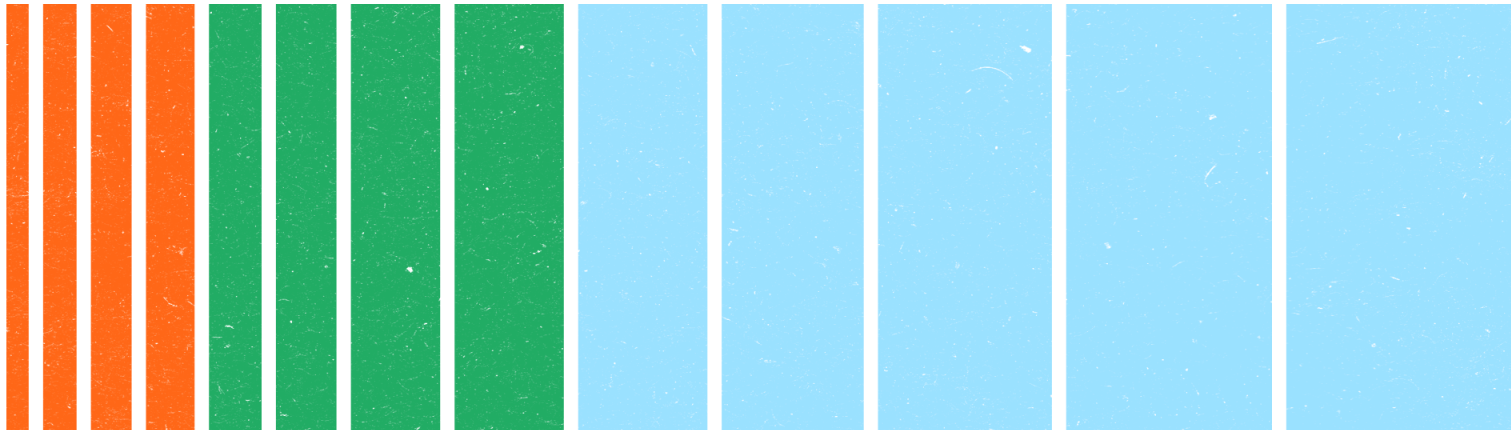


To-do list



To host a club/CSL event...

Request event approval -

- ☐ https://tufts.qualtrics.com/jfe/form/SV_5aLVvIEQsS6t9rw

Note: This form must be filled out regardless of funding needs. An RSVP will be requested by the OSA if your expected attendance is over 30 people.

If OSA approval is granted -

- ☐ 1. Request a room: <https://tufts.app.box.com/v/tusm-room-request-form-staff>
- ☐ 2. Submit form for President Announcements (must do if requested funding):
<https://docs.google.com/forms/d/e/1FAIpQLSdi1VHJzy0f9U5PRluXSAXEtv52u45l5f3ZduYJj7Mdmrhlg/viewform>
- ☐ Note: Student Council will begin the funding approval process for clubs only, no further action needed here. All events submitted to President Announcements will be added to the [Google Calendar](#).

If funding approved, info needed for reimbursement -

- ☐ Student Club and CSL reimbursement requests may be sent via email to Paula.Gagnon@tufts.edu and include the following information in one PDF:
 - ☐ Email Subject: Club/CSL Name Reimbursement Request

- ☐ Student's Full Name who paid for expense and will be reimbursed
- ☐ Student's Tufts ID and email address
- ☐ How much Club/CSL awarded and how much is requested to be reimbursed
- ☐ Detailed Invoice Receipt showing how expense was paid
- ☐ List of students who attended event (Clubs only)
- ☐ Announcement of event in President's weekly email