Purpose:

* To assist the Student Government Union in acquiring unheard concerns.
* To assist the Student Government in providing useful resources to clubs & organizations.
* To assist the Student Government with identifying clubs & organizations accomplishments.
* To bridge the gap between the Student Government Union and Clubs & Organizations.
* To promote a positive image of the Student Government Union.

Due Date:

The COS Report is due by Sunday, 11:59 PM, before every President's Council meeting.

Fall Semester:

* + September \_\_ @ 11:59 PM
  + October \_\_ @11:59 PM
  + November \_\_ @11:59 PM
  + December \_\_ @11:59 PM

Spring Semester:

* + January \_\_ @11:59 PM
  + February \_\_ @11:59 PM
  + March \_\_ @11:59 PM
  + April \_\_ @11:59 PM

Submitting:

Clubs & Organizations should save their reports using the following format:

* *Clubname\_Month\_COSR*

For example: StudentGovernmentUnion\_September\_COSR

Reports should be submitted to the Student Government Union via email [sgu@saintleo.edu](mailto:sgu@saintleo.edu)

Hard copy reports will not be accepted.

Failure to Submit:

Failure of a club or organization submitting a COSR on time results in an absence for the President's Council in which it was due for.

Submitting the COSR on time does not excuse you from attending President's Council.

Clubs & Organizations are allowed one absence per semester.

An absence can be either:

* Failing to submit a COSR
* Failing to be present at President’s Council
* Both

A 2nd absence results in the Club and/or Organization being in bad standing.

Editing:

1. To edit the COS form you must be in print layout. You can do this by simply clicking on print view at the bottom right corner of the word document or by clicking on edit document under the "view" tab.
2. Within the COS form simply click into a text box to type.
3. The form should be emailed to [sgu@saintleo.edu](mailto:sgu@saintleo.edu) upon completion.
4. The COS form is reusable and will not require SGU to resend a new form each month.