Storing Reports:

1. To stay organize, separate COS Report Emails into another folder in Outlook
   * Title the folder with the month in which the COS Reports are received.
   * Create a separate folder for Greek letter organizations.
   * The VP of Communication Management should keep track of clubs and organizations who submit their COSR for President Council attendance purposes.
2. Download each COSR into the COSR folder in the share drive
   * Ensure there is a consistent title for each file. (i.e. Clubname\_Month\_COSR)

Handling Questions and Concerns:

1. The Student Government Union President or VP of Communication Management should deal with all questions and/or concerns.
2. If they are question(s) or concern(s) that you immediately have correct answers to:
   1. Respond to that organization representative in a reasonable time and manner.
   2. Copy any Executive Board member or Advisor that the email may relate to.
3. If they are question(s) or concern(s) that you do not have answers to:
   1. Take note of all questions and concerns and present them at the next E-Board meeting to draw a consensus to an appropriate answer or solution.
      1. If a consensus is drawn:
         1. Follow step two
      2. If a consensus is not drawn:
         1. Reply to the organization representative ensuring them The Student Government is aware of their question and/or concern and we are working on an answer or solution.
4. If a question and/or concern requires attention from another Executive Board member or advisor, reply to the organization representative informing them of who they should contact and copy the executive board member or advisor.

Highlighting Accomplishments:

1. The President and/or VP of Communications Management shall deem and list all notable accomplishments each month.
2. Accomplishments should be:
   1. Shared and celebrated at the next month’s President Council meeting.
      1. This will allow enough time for a list to be compiled.
   2. Posted on social media once a month (Most notable accomplishment of the month).

Summarization C&O Status to Pro-Staff:

1. Each month a summary should be sent to Student Affairs professional staff highlighting the following:
   1. Accomplishments
   2. Common or unique obstacles
   3. Clubs and/or organizations that need attention
2. This document and/or email should be brief and easy to read.