Annual reports are submitted to the Student Activities Office located in the University Center Office at the end of the spring semester. The reports will be reviewed by the SOC advisor. Annual reports should list all of an organization’s activities for the past year, including anything done during the previous semester that took place after the due date of the annual report and anything during the summer. The included activities are broken down into three categories: Campus/University Participation, Campus/University Events, and Community Service.

**Campus/University Participation:**
This includes any event that is sponsored by the University that an organization can be an active participant in. Examples include a booth at WOW Fair, Fall Fest, Welcome Back Bash, or Spring Fling, and Homecoming Participation, Freshman Orientation events, as well as other campus activities. Any event an organization co-sponsors with the University qualifies as well.

Campus/University participation must be verifiable.

**Campus/University Events:**
This includes any act that benefits student life at LSUS. Examples include guest speakers, social events organized by the organization yet open to all LSUS students, bulletin boards, display cases, websites and trips. Also included are donations to the University such as printer paper for the labs, supplies for the Curriculum Resource Center, etc.

Campus/University Events must be verifiable. This must be accomplished by attaching documentation of the event, guest speaker, trip, etc. when turning in the annual report. A receipt is needed for any donations to the University. Display cases, websites, bulletin boards, etc., are self verifiable.

**Community Service:**
This includes any act that benefits the community outside of LSUS. Participation in organized charity events and volunteer work are examples of community service. Participation must be by more than one person in the organization.

Community Service must be verifiable. Some type of statement on the letterhead of the organization for which the act was performed or a statement with the signature of an employee of the organization must be turned in to the Student Activities Office with the annual report.

Annual reports will be used to determine the LSUS Outstanding Student Organization of the Year, the Outstanding Community Service Award, and the Outstanding Campus Service Award.