NSO Getting Started Right Checklist
Pace University Pleasantville

Step 1  Conducted before Approval

- Establish portal on OrgSync (add officers as users, set up registration profile with logo, mission statement, and Constitution (DRA—Senior Associate Director)
- Request Agency Account creation from University CFO, cc President, Advisor and Finance Intern (DRA—Senior Associate Director)
- Register the Org Name with Kristen Vincigueera in Special events for R25, cc President, Advisor and Coordinator for Student Development (DRA—Senior Associate Director)
- Create entry into Symplicity for Judicial purposes (DRA—Senior Associate Director)
- Update master list of organizations on Share Drive and website (DRA—Senior Associate Director)
- Send internal announcement to staff, grads, SGA eboard and CAA’s (DRA—Senior Associate Director)
- Send University Announcement via News Post in OrgSync (DRA—Senior Associate Director)

Step 2  Conducted 1 week after Approval

- Establish a meeting to cover the following (DRA—EVP, Senior Associate Director, or Coordinator for Student Development)
  - Goal Setting meeting (develop goals for first semester)
  - Present group with pertinent information (skeleton calendar, budgeting, training dates, etc)
  - Training on Systems and functions
- OrgSync
- Webevents.pace.edu
- Agency Account
- Senate / Finance Meetings (if applicable)
- Email, SGA office, support staff in SDCA, mailbox,
- Ask for questions)