

# UNIVERSITY OF SOUTHERN INDIANA STUDENT LEADERSHIP AWARDS AND RECOGNITION A GUIDE TO COMPLETING AN ORGANIZATIONAL PORTFOLIO

A Portfolio is an organized compilation of elements that are designed to demonstrate what a group has accomplished. It is more than a scrapbook or photo album, because the organization must provide an overview of what the portfolio represents for the organization and an overview of each section's accomplishments.

**Portfolios must be in a three ring binder. Sections must be separated using colored or numbered tabs. Information should be typed when applicable.**

*All documentation must be contained in the portfolio. Do not place any materials in the inside pockets, they may get damaged or misplaced. Please do not include oversized or bulky materials. Take photographs of items if you can't physically place them in the portfolio.*

## ORGANIZATIONAL PORTFOLIOS SHOULD FOLLOW THE FORMAT BELOW:

### **1. Cover Page:**

#### Organizational Information

- The complete name of the organization (no abbreviations)
- President's name, local address, phone number and email
- Advisor's name, campus address and phone number
- The award for which the organization is applying

### **2. Current Membership Roster**

### **3. Table of Contents**

Identify sections in portfolio and their page number or color code.

### **4. Selection Categories**

Divide the portfolio into sections that correspond to the *Selection Categories* listed in the awards descriptions.

For example, a student organization applying for the Outstanding New Student Organization will have the following sections:

- Membership and Leadership Development
- Fundraising
- Service to the University
- Campus Programming
- University Involvement
- Fulfillment of Organizational Purpose

*Each section should include an explanation of what the group has done in this area. Include documentation such as meeting agendas, constitution/by-laws, promotional items, pictures, etc.*