Sport Clubs Officers Checklist – Fall 2020

☐ Insure all members submit Sport Club Waivers
☐ Insure all members submit Sport Club Code of Conduct
☐ Submit Sport Club Packet
  ➢ Sport Club Registration Form
  ➢ Budget worksheet
  ➢ Advisor Contract
☐ Submit updated constitution to PR Director (if you didn’t submit in fall 2019)
☐ Read the Sport Club Manual
☐ Insure that all members are familiar with the Sport Club Manual
☐ Submit club roster with emails and contact numbers for all members
  ☐ For Tier I sport clubs: each member must pay their membership dues through the [M-Mountain Mall Sport Club Dues Tab](#)
☐ Insure that all club members understand the tier and point system
☐ Accumulate and maintain the minimum number of points in designated tier
☐ Conduct at least 2 club meetings per semester (turn in meeting minutes to SC Coordinator for points)
☐ Elect safety person (someone with First Aid/CPR certification)
☐ Submit monthly reports to SC Coordinator (view Sport Club Deadlines and Due Date Calendar)
  ➢ October
  ➢ November
  ➢ December
☐ Submit equipment inventory with the December monthly report
☐ Attend all Sport Club Council Meetings (view Sport Club Deadlines and Due Date Calendar)
  ➢ September
  ➢ October
  ➢ November

Travel
☐ Submit Travel Authorization Request Form
☐ Once approved – submit Approved Travel & Itinerary Form
☐ Personal Vehicle – Submit NMT Reimbursement Voucher
☐ NMT Vehicle – Must have 2 DDC drivers