Sport Clubs Officers Checklist

- Attend mandatory Sport club Officer Training, **Wednesday 8/28 (see calendar)**
- Attend one of the two First Aid/CPR Workshops (dates on calendar)
- 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
- Read the new Sport Club Manual
- Insure that all members are familiar with the new Sport Club Manual
- Submit club roster with emails and contact numbers for all members
  - **For Tier I sport clubs:** collect membership dues & turn in $$ with member roster
- 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