

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