Sport Clubs Officers Checklist – Spring 2020

- ☐ Attend the First Aid/CPR Workshops (date 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 (for new spring clubs only)
- ☐ Submit updated constitution to PR Director (if you didn't submit in fall 2019)
- ☐ 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)
  - January/February
  - March
  - April
- ☐ Submit equipment inventory with the April monthly report
- ☐ Attend all Sport Club Council Meetings (view Sport Club Deadlines and Due Date Calendar)
  - January
  - February
  - March
  - April (the Sport Club Banquet – TBD)

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