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