

## 2007-2008 Due Dates for Club Sports Council Forms

<b>Appendix</b>	<b>Title</b>	<b>Due Date</b>	<b>Give to:</b>
A	Student Organization Recognition Form	by 9/30 ( <i>new clubs only</i> )	CSC Staff Advisor
B	Request for Recognition	turn in with Constitution, sample budget, & Appendix A ( <i>new clubs only</i> )	CSC Staff Advisor
C	Guide to Writing a Constitution		
	Updated Constitution	9/17	CSC Secretary
D	Officers List	9/17	CSC Secretary
E	Membership Roster	10 initially due on 9/17, submit others as new members join	CSC Secretary
F	Statement of Risk and Liability	10 initially due on 9/17, submit others as new members join	CSC Secretary
G	Recognition of Non-coverage Release Form	10 initially due on 9/17, submit others as new members join	CSC Secretary
H	Clinic/Tournament Statement of Risk and Liability--Minors	one week before event	CSC Secretary
I	Clinic/Tournament Statement of Risk and Liability--Non-Minors	one week before event	CSC Secretary
J	Safety Guidelines	9/17	CSC Staff Advisor
K	Coaching Application	9/17	CSC Staff Advisor
L	Equipment Inventory	9/17	CSC Secretary
M	Contest Agreement	before game	Your Club Secretary
N	Contest Personnel Report	sign at game	CSC Business Manager
O	W-9	turn in with coach's application	CSC Staff Advisor
		turn in with contest personnel report	CSC Business Manager
P	Facility Reservation Form	for Spring 2008: 12/3/07 for Fall 2008: 4/7/08	Reservations Office, Goergan Center 1142
Q	Travel Itinerary/List of Club Members Traveling	one week before departure	CSC Staff Advisor
R	Coaching Evaluation	4/1	CSC Staff Advisor
S	Travel Form	one week before departure	CSC Staff Advisor
T	Release from Travel Form	turn in with travel form	CSC Staff Advisor
U	Fundraising Efforts	two weeks before campus fundraising activity	CSC Business Manager
V	Budget Proposal and Application	2/18	CSC Secretary
W	Renewal of Affiliation	2/18	CSC Secretary
X	Annual Report Form	4/30	CSC Secretary
Y	Accident/Injury Form	within 24 hours of accident	CSC Staff Advisor
Z	Driving Form	before each driver drives	CSC Secretary

Give forms to the CSC Staff Advisor via the inbox in the gym.

Give forms to the CSC Secretary via the inbox in the gym.

Give forms to the CSC Business Manager via the mailbox in the Ruth Merrill Center.