# Due Dates of Club Sports Forms 2015 - 2016

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
<th>Due Date</th>
<th>Give to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General (All Clubs - September):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Officers List</td>
<td>9/16</td>
<td>CSC Secretary, CSC Staff Advisor</td>
</tr>
<tr>
<td>E</td>
<td>Membership Roster (&gt;10 by date)</td>
<td>9/16</td>
<td>CSC Secretary, CSC Staff Advisor</td>
</tr>
<tr>
<td>F</td>
<td>Statement of Risk &amp; Liability (&gt;10 by date)</td>
<td>9/16</td>
<td>CSC Secretary</td>
</tr>
<tr>
<td>G</td>
<td>Recognition of Non-coverage Release form</td>
<td>9/16</td>
<td>CSC Secretary</td>
</tr>
<tr>
<td>J</td>
<td>Safety Guidelines</td>
<td>9/16</td>
<td>CSC Secretary</td>
</tr>
<tr>
<td>K</td>
<td>Coaching Application</td>
<td>9/16</td>
<td>CSC Staff Advisor</td>
</tr>
<tr>
<td>L</td>
<td>Equipment Inventory</td>
<td>9/16</td>
<td>CSC Secretary</td>
</tr>
<tr>
<td>M</td>
<td>Competitive Game Schedule</td>
<td>9/28</td>
<td>CSC Secretary, CSC Staff Advisor</td>
</tr>
<tr>
<td>AA</td>
<td>Request/Renewal of Outside &quot;R Club&quot; Membership</td>
<td>9/28</td>
<td>CSC Staff Advisor</td>
</tr>
<tr>
<td>New Clubs:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Student Organization Registration form</td>
<td>9/28</td>
<td>CSC Staff Advisor</td>
</tr>
<tr>
<td>B</td>
<td>Request for Recognition</td>
<td>9/28</td>
<td>CSC Staff Advisor</td>
</tr>
<tr>
<td>Before An Event:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Clinic/Tournament Statement of Risk and Liability (MINORS)</td>
<td>one week before event</td>
<td>CSC Secretary</td>
</tr>
<tr>
<td>I</td>
<td>Clinic/Tournament Statement of Risk and Liability (NON-MINORS)</td>
<td>one week before event</td>
<td>CSC Secretary</td>
</tr>
<tr>
<td>N</td>
<td>Contest Personnel Agreement</td>
<td>Signed by personnel at game</td>
<td>CSC Business Manager</td>
</tr>
<tr>
<td>Q</td>
<td>Travel Itinerary/List of Club Members Travelling</td>
<td>one week before departure</td>
<td>CSC Staff Advisor</td>
</tr>
<tr>
<td>S/SS</td>
<td>Travel Form</td>
<td>one week before departure</td>
<td>CSC Staff Advisor</td>
</tr>
<tr>
<td>Z</td>
<td>Driving Form</td>
<td>one week before departure</td>
<td>CSC Secretary</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Guide to Writing a Constitution</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>O</td>
<td>W-9</td>
<td>turn in with coach's application</td>
<td>CSC Staff Advisor</td>
</tr>
</tbody>
</table>
### Due Dates of Club Sports Forms 2015 - 2016

<table>
<thead>
<tr>
<th>Facility Reservation Form</th>
<th>for Spring 2016: 12/7</th>
<th>for Fall 2017: 4/4</th>
<th>Online Virtual EMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Caucus Contract</td>
<td>X</td>
<td>CSC Secretary</td>
</tr>
<tr>
<td>R</td>
<td>Coaching Evaluation</td>
<td>4/4</td>
<td>CSC Staff Advisor</td>
</tr>
<tr>
<td>T</td>
<td>Release from Travel Form</td>
<td>Turn in with travel form</td>
<td>CSC Secretary</td>
</tr>
<tr>
<td>U</td>
<td>Fundraising Guidelines</td>
<td>x</td>
<td>Your Club Secretary</td>
</tr>
<tr>
<td>V</td>
<td>New Club Approval Form</td>
<td>X</td>
<td>CSC Staff Advisor</td>
</tr>
<tr>
<td>W</td>
<td>Club Sports &amp; Policy New Club Expectations</td>
<td>2/1</td>
<td>CSC Secretary</td>
</tr>
<tr>
<td>X</td>
<td>Club Sports Evaluation Form</td>
<td>4/4</td>
<td>CSC Secretary</td>
</tr>
<tr>
<td>Y</td>
<td>Accident/Injury Form</td>
<td>within 24 hours of accident</td>
<td>CSC Staff Advisor</td>
</tr>
</tbody>
</table>
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