

2009 - 2010 Due Dates for Club Sports Council Forms

Appendix	Title	Due Date	Give to:
A	Student Organization Registration 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	9/14	CSC Secretary
D	Officers List	9/14	CSC Secretary
E	Membership Roster	10 initially due on 9/14, submit others as new members join	CSC Secretary
F	Statement of Risk and Liability	10 initially due on 9/14, submit others as new members join	CSC Secretary
G	Recognition of Non-coverage Release Form	10 initially due on 9/14, 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	9/14	CSC Staff Advisor
K	Coaching Application	9/14	CSC Staff Advisor
L	Equipment Inventory	9/14	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 2010: 12/7/09 for Fall 2010: 4/5/10	Reservations Office, Goergan Center 1142
Q	Travel Itinerary/List of Club Members Traveling	one week before departure	CSC Staff Advisor
R	Coaching Evaluation	3/1	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	2/28	CSC Secretary
W	Renewal of Affiliation	2/1	CSC Secretary
X	Annual Report Form	2/28	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 Goergan Athletic Center.