

# Checklist for New Club Sport Organizations

1. **Registration Form and Club Sports Manual:** Receive a new organization registration form and copy of the Club Sports Manual from the Club Sport Advisor in Goergen Athletic Center Room 2117. The advisor will give preliminary approval to a potential new club sport by signing off on the new club sport registration form. A copy of this form must then be turned into Wilson Commons Student Activities (201 Wilson Commons) in order for the process to proceed.
2. **Hold Interest Meeting:** Arrange a meeting to gauge interest level for your group. New group development funds for publicity, food, etc. for an interest meeting are available through Wilson Commons Student Activities.
3. **Mission Statement, Preliminary Constitution and Membership Roster:** Turning in these completed forms to the Club Sport Advisor will allow you to continue the process of forming a new club sport.
4. **Arrange Meeting with Club Sport Caucus:** Set up a meeting with the Club Sport Advisor for an audience with the Club Sport Council Caucus. Be prepared to share the progress of your Club, along with the appropriate forms required.
5. **Find a Faculty Advisor:** Find a staff or faculty member at the University who will have an interest in helping to guide your Club's activities. While this person need not attend all Club functions, they should be kept informed on major Club events.
6. **Elect Club Officers:** Following your preliminary Constitution, hold a meeting to nominate and elect Club Officers. Typically, a President, Business Manager and Club Sport Representative are the 3 major positions initially filled. (See Club Sports Manual for descriptions)
7. **Campus Club Connection:** Familiarize yourself with Campus Club Connection, as this is the official resource for student organizations. It can be found at [www.rochester.edu/living/organizations](http://www.rochester.edu/living/organizations). Information on your club sport, membership lists, and officer contact information must be completed before Senate will approve the club sport.
8. **Appear Before Club Sport Council for Vote:** The Club Sport Council will vote on extending an opportunity to become a full-fledged Club Sport.
9. **Appear Before SA Policy committee:** When the above tasks have been accomplished, contact the SA Policy Committee for final approval. They will want to see a copy of your constitution and a copy of the registration form with a signature from the Club Sport Council. Once committee approval has been given, your club will be put on the Senate agenda.
10. **Appear Before Senate:** At a meeting, the Senate will vote on whether to recognize your club.