

Club Checklist

Wondering what your organization needs to do throughout the year?
Let this checklist help...

August:

- __Check your mailbox for the Club Registration Form and Authorized Signature Sheet
- __Sign up for a booth at the Fall Involvement Fair (held during the first week of the school year)

September:

- __Turn in Registration Form at the Office of Student Involvement and Orientation (always due the 5th Friday of the school year)
- __Turn in Authorized Signature Sheet at the Office of Student Involvement and Orientation
- __Attend the Club Financial Workshop (check mailbox for information and workshop dates)
- __Attend the New Officer Training (watch for more information in your club mailbox)

November:

- __Turn in Incentive Point Checklists to the Office of Student Involvement and Orientation. These are always due the 2nd Friday of November

January:

- __Sign up for a booth at the Spring Involvement Fair (held during the first part of Spring Semester)

March:

- __Email the C.E.A.S.A.R. Initial Deposit Request Form (deadline is always the 3rd Thursday of March)
- __Turn in Incentive Point Checklists to the Office of Student Involvement and Orientation (always due the last weekday in March)

Throughout the Year:

- __Apply for C.E.A.S.A.R. matched Funding as you make deposits into your club account (ASISU will match your deposits on a pre-determined ratio)
- __Complete an Event Registration Form for every event on or off campus, that your club holds (fundraisers, workshops, concerts, dances, serviced projects, performances, etc.)
- __Fill out an Incentive Point Checklist at every event your club holds on or off campus / attends (except club meetings)
- __Check your club mailbox regularly to find out about workshops, trainings, or other events happening around campus
- __Update Registration Form if club officers change during the school year

Don't Forget...

In order to be eligible for C.E.A.S.A.R. Funding, your organization must complete 3 requirements:

1. Attend the New Officer Training
2. Attend the Club Financial Workshop
3. Host a booth at one of the Involvement Fairs

For more information, refer to our websites:

Club Funding Website: <http://isu.edu/asisu/funding>

Student Organizations Website: <http://isu.edu/stdorg>