Club Checklist

August:
___ Check your mailbox for Club Registration Form and Authorized Signature Sheet
___ Sign up for a booth at the Fall Involvement Fair (held during the first few weeks of the school year)

September:
___ Turn in Registration form at the Involvement Center (always due the 5th Friday of the school year)
___ Turn in Authorized Signature Sheet at the Involvement Center
___ Attend the Club Financial Workshop (check your club mailbox for information and workshop dates)
___ Attend New Officer Training (watch for more information in your club mailbox)

November:
___ Turn in Incentive Point Checklists (always due the 2nd Friday of November)

January:
___ Sign up for a booth at the Spring Involvement Fair (held during the first part of the Spring Semester)

March:
___ Turn in C.E.A.S.E.R. Initial Deposit Request forms to apply for $500 to use during the next school year
   (deadline is always the 3rd Thursday of March)
___ Turn in Incentive Point Checklists (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, besides meetings, that your club holds
   (fundraisers, workshops, concerts, dances, service projects, performances, etc.)
___ Fill out an Incentive Point Checklist at every event your club holds/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 New Officer Training
   2. Attend the Club Financial Workshop
   3. Host a booth at one of the Involvement Fairs, either in the Fall or Spring Semester
   4. Attend the Student Organization’s Retreat

Original receipt required. Any expense over $200 must have Involvement Center approval.
For more information, refer to our websites:
Club Funding Website: http://isu.edu/asisu/funding/
Student Organizations Website: http://isu.edu/stdorg/
Financial Tech Phone Number: 282-4588