

# 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 5<sup>th</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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