

Club Checklist

Wondering what your organization needs to do throughout the year?

Let this checklist help... (all fillable forms located online)

August:

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

September:

- ☐ Turn in Club Registration Form to the Student Leadership & Engagement Center (always due the 5th Friday of the school year)
- ☐ Turn in Authorized Signature Sheet to the Student Leadership & Engagement Center
- ☐ Attend the Club Financial Workshop (check mailbox for information and workshop dates)
- ☐ Attend the New Officer Training (check mailbox for information and workshop dates)

November:

- ☐ Email Incentive Point Checklists to the email address is on the form. Due 2nd Friday of November

January:

- ☐ Sign up to host a booth at the Spring Involvement Fair (held in February for Spring Semester)

March:

- ☐ Upload C.E.A.S.A.R. Initial Deposit Request Form due on March 20, 2025 to tinyurl.com/CEASARISU.
- ☐ Upload Incentive Point Checklists to tinyurl.com/CEASARISU by March 28 2025.

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 Club Registration Form and Authorized Signature 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 all 4 requirements:

- Attend the New Officer Training
- Attend the Club Financial Workshop
- Host a booth at one of the two Involvement Fairs
- One club member has to attend one Senate meeting and sign in and stay for full meeting

For more information, refer to our websites:

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

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

ASISU Funding: <http://isu.edu/asisu/club-funding>