

CHECKLIST for Club Presidents

Purpose: to ensure that Club Presidents are communicating with Faculty Advisors regarding activities that have taken place throughout the current trimester.

This checklist is to be completed by all active Club Presidents at the end of each trimester as part of the Club Renewal process.

A copy of the completed checklist needs to be provided to your Faculty Advisor.

Items	Club President Initials	Faculty Advisor Initials	Date
Complete club renewal package (list of club officers & members, checklist for Club Presidents and activity form) at the end of each trimester			
Organize a date where the Executive Committee meets with Faculty Advisor within the first 2 weeks of the following trimester			
Provide Faculty Advisor with a plan of all the meetings for the following trimester			
Provide Faculty Advisor with a copy of all meeting minutes for the current trimester			
Determine if any guest speakers will be on campus the following trimester and complete the application process in Student Services			
Faculty Advisor must attend the meeting for all campus and outside speakers			
Faculty Advisor must attend at least one meeting per trimester			
Any changes to the bylaws or amendments must be copied to Student Services, SDC and Faculty Advisor			

Club President (Print)

Faculty Advisor (Print)

Club President (Signature)

Faculty Advisor (Signature)