

Club Registration Process Checklist

Important resources:

clubregistration@rice.edu (your go to for all Registration Questions)

[Club Registration webpage](#) (the up to date page with forms links, process changes and training dates)

Use this form as a checklist for making sure you submit all of your information properly!

- ☐ Club Registration Form
- ☐ President Form
- ☐ Sponsor Form
 - ☐ Check to make sure your Sponsor is [Risk Management Trained](#)
- ☐ Email a copy of your constitution to **clubregistration@rice.edu**
 - ☐ Saved as ClubName_Constitution_2015
- ☐ Attend Risk Management and Club Development Training (dates available on website)
 - ☐ Current **President or Vice President** attended RM training
 - ☐ One or more members of the Executive Team attended the CD training
- ☐ Submit RM Plan
 - ☐ After President or Vice President attended Risk Management Training, meet with Executive Officers to develop Risk Management Plan
 - ☐ Submit online form <http://studentactivities.rice.edu/clubregistration/>
- ☐ Attend New Club Training (new clubs only-dates available on website)

Common Missteps in the Registration Process:

1. Not using a uniform club name: Decide if you are registering as Rice Stars or Rice University Stars or Stars and stick with it on EVERY form!
2. Not including your full/proper club name in communications with Student Activities
3. Waiting until the very last minute to file forms for Registration. If there is a tech issue...your form may not be submitted on time.
4. Not checking the Club Registration/Resources page for updates!
5. Not Communicating WHICH officer is responsible for WHICH part of the process.