

CLUBS CHECKLIST

Fall Semester

- Register your Club for Activities Night Fall 2019 (before September 2).
 - Complete the Student Group Information Form (before September 15).
 - Complete the Banking Services Contract (before September 14) and bring a printed copy to the Finance Workshop.
 - If your previous executive did not pass on the bank token, please fill out this form (before September 14) .
 - Attend the Club workshop (September 14, 15). Registration coming soon!
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- Club Workshop (2 executives: preferably President and VP Finance)
 - Finance Workshop (2 signing officers: Usually President and VP Finance)
 - Audit Workshop (2 executives: preferably President and VP Finance)
 - Sustainability (2 executives: preferably President and VP Events or Social)
 - Equity (2 executives: preferably President and VP Internal)
 - GSVP (5 members or 50%, whichever is less)
 - Attend the Club workshop (September 14, 15). Registration coming soon!

- Declare all your events via the [Declaration of Event & Insurance Request Form](#) prior to their commencement and promotion.
- Submit the [fall audit](#). Deadline and details will be sent out through the Clubs Listserv.
- Make sure your Club Constitution is in line with the templates: [Executive Structure Template](#) or [Collective Structure Template](#). Send the new Constitution indicating the new changes to the Clubs Administrative Coordinator at clubadmin@ssmu.ca for approval and ratification.

Winter Semester

- Register your Club for Activities Night Winter 2020 (the date will be announced via the Clubs listserv).
- Complete the [Student Group Information Form](#) (only if there are any changes from last year form).
- Complete the [Banking Services Contract](#) (only if there is any signing officer change).
- Verify that all training workshops have been attended. Contact the Club Administrator clubadmin@ssmu.ca if you have missed any of the trainings listed above.
- Declare all your events via the [Declaration of Event & Insurance Request Form](#) prior to their commencement and promotion.
- Submit winter audit.
- Make sure your Club Constitution is in line with the templates: [Executive Structure Template](#) or [Collective Structure Template](#). Send the new Constitution indicating the new changes to the Clubs Administrative Coordinator at clubadmin@ssmu.ca for approval and ratification.

End of the School Year Checklist

- Ensure that all outstanding invoices, bills, or subscriptions have been paid in full.
 - Return your credit card, bank tokens, unused cheques and, deposit slips to the SSMU Office.
 - Ensure that all exit reports are in your SSMU email drive for institutional knowledge.
 - Create database of online credentials (passwords, usernames, etc.) and transmit it to the new Executives of your club.
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