SPORT CLUB COMPLIANCE CHECKLIST

REQUIREMENTS

Paperwork & Reports
- Fall & Spring CIS Submission – 5 Points
- Fall Involvement Fair Attendance - 5 Points
- Spring Involvement Fair Attendance – 5 Points
- Annual 1on1 Meeting – 5 Points
- Annual Report – 15 Points

Total: 35 Points

Sport Club Council Meetings
- September 4th - 5 Points
- October 2nd - 5 Points
- November 6th - 5 Points
- December 4th – 5 Points
- February 5th - 5 Points
- March 4th - 5 Points
- April 1st - 5 Points

Total: 35 Points

Treasurer’s Trainings
- Fall Semester - 5 Points
- Spring Semester - 5 Points

Total: 10 Points

Safety Training
- Concussion Management Training – 5 Points
- Fall Safety Officer Training - 5 Points
- Spring Safety Officer Training - 5 Points

Total: 15 Points

Fundraising

For credit to be received, the club must submit a Fundraising Report.

A club shall earn one point for every $100 raised.

Total: 10 Points (Maximum)

DEDUCTIONS

Travel & Vehicle Request Forms
- First offense - Written Warning
- Subsequent offenses - 5 Points per Offense

Post-Travel Summary/P-Card & Hotel Receipts
- First time offense - Written Warning
- Subsequent Offenses - 5 Points for each offense; possible loss of P-Card Privileges

Incident/Accident Report Form
- First time offense - Written Warning
- Subsequent Offenses - 5 Points for each offense; possible loss of P-Card Privileges

Practices
- First Offense - Written email warning to club and reminder of cancellation policy
- Second Offense - Written email notification, standard facility reservation fee assessed
- Subsequent Offenses - 5 Point Deduction; written email notification; standard facility reservation fee assessed

POINTS BREAKDOWN

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<tr>
<th>Points</th>
<th>Allocation Amount Awarded</th>
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<tr>
<td>89 – 80</td>
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<tr>
<td>39 - 30</td>
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<tr>
<td>29 - 20</td>
<td>30%</td>
</tr>
<tr>
<td>19 – 10</td>
<td>No Allocation Awarded</td>
</tr>
<tr>
<td>10 - 0</td>
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