

Club Advisor Updates – Fall 2018

Club Name: _____

Club Advisor Name: _____

Club Advisor Phone #: _____

Club Advisor Email: _____

Secondary Advisor Phone #: _____

Secondary Advisor Phone #: _____

Secondary Advisor Email #: _____

Club Checklist

Have you submitted the following items to the Student Life & Leadership Office yet?

Please List the Day(s) and Time(s) of your club meetings

Day(s): _____ Time(s): _____ Location: _____

1. Have you submitted your Club Roster?

- YES
- NO – Due to Student Life on Feb. 23, 2018
- ON FILE WITH SLL Date: _____

2. If doing foods sales, have you submitted your Food handler cards/Cash Handling Acknowledgement?

- YES
- NO
- ON FILE WITH SLL **Food Sale Date/s requested (2 per semester): _____

Upcoming Club Events Information (i.e. conferences, trainings, special club events)

1. EVENT NAME: _____
EVENT DATE(S), TIME & LOCATION: _____
2. EVENT NAME: _____
EVENT DATE(S), TIME & LOCATION: _____
3. EVENT NAME: _____
EVENT DATE(S), TIME & LOCATION: _____