

<b>What</b>	<b>Why</b>	<b>When</b>	<b>What if we don't?</b>	<b>Where</b>
<b>Liability</b>	University liability agreement	Before member participates in club activity	Student may not participate in club	Club files in Burdick 150
<b>Travel Itinerary</b>	Let Sport Club office know where you are going	Two weeks prior to travel	Cancellation of the activity or event	Blank forms binder in Burdick 150 or online
<b>Travel Roster</b>	Let organization know who will be traveling	Two weeks prior to travel, minimum two days prior to departure	Cancellation of the requested activity or event	Blank forms binder in Burdick 150 or online
<b>Post Trip Form</b>	Inform organization of return and report any incidences or occurrences during trip	By next supervisor meeting after return or within 48 hours.	Following trip will be cancelled.	Blank Forms binder in Burdick 150 or online
<b>Transportation Request</b>	If transportation rentals are needed, must be requested through the university	At least two weeks prior to travel	Transportation will not be provided	Blank forms binder in Burdick 150
<b>Supplemental</b>	Request non-budgeted funds from the SCO	Two weeks prior to travel or as soon as possible	Club will not receive funds from SCO	Club memory cards in Burdick 150
<b>Pink Slip</b>	Withdrawal money from club accounts	Two weeks prior to needing money	Club will not receive money from accounts	Pink slip drawer in Burdick 150
<b>Facility Request</b>	Reserve an area for practices, games or other club events	End of each semester for following semester or two weeks prior to event	Club is not guaranteed space	Blank forms binder in Burdick 150 or online
<b>Equipment Request</b>	Check out equipment from the university	Checked out at the beginning of each semester and returned at the end	You don't have equipment for the semester	Blank Forms binder in Burdick 150 or online
<b>Coaching Forms</b>	Club coaches must be approved by the Assistant Director of Sports Clubs	Prior to instructor assisting in practices or competitions	Individual may not coach club	Blank Forms binder in Burdick 150 or online
<b>Meeting Attendance</b>	Stay informed on SCO policies, keep in contact with supervisor for updates on club activities	Weekly throughout the semester	Failure to attend four meetings in a semester the club will be put on "demoted status", failure to attend five meetings, club will also have no supplemental allocations the following semester	Fridays: Linthicum 100 Supervisor Meetings: TBD
<b>Receipts</b>	Record how much money is spent from accounts, must be submitted for all rental vehicles	Within five business days following the transaction	Club account will become frozen	Receipt box in Burdick 150