

<b>What</b>	<b>Purpose</b>	<b>Due</b>	<b>Penalty</b>	<b>Located</b>
<b>Liability</b>	University Liability Agreement	Before a player participates	Student is not allowed to participate	Blank Forms in BU 150 or online
<b>Travel Itinerary</b>	Let SCO know where you are	Two weeks prior to travel	Cancellation of the activity or event	Blank Forms in BU 150 or online
<b>Travel Roster</b>	Let organization know who is traveling	Minimum two days prior to travel	Cancellation of the activity or event	Blank Forms in BU 150 or online
<b>Post Trip Form</b>	Report any incidence or occurrences on the trip	Before next supervisor meeting	Following trip is cancelled	Blank Forms in BU 150 or online
<b>Transportation Request</b>	To request rentals through the university	At least two weeks prior to travel	Transportation will not be provided	Blank Forms in BU 150 or online
<b>Supplemental</b>	Request non-budgeting funding	Two weeks prior to travel unless explained otherwise	Club will not receive funds from SCO	Club Flash Drive in BU 150
<b>Pink Slip</b>	Withdrawal money from club accounts	At least two weeks prior to time the money is needed	Club will not receive funds from accounts	Pink Slip drawer in BU 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 in BU 150 or online
<b>Equipment Request</b>	Check out equipment from the university	Checked out at the beginning and end of each semester	Don't get equipment for the semester	Blank Forms in BU 150 or online
<b>Coaching Forms</b>	Club coaches must be approved by the Assistant Director of Competitive Sports	Prior to instructor assisting in practiced or competitions	Individual may not coach	Blank Forms in BU 150 or online
<b>Meeting Attendance</b>	Stay informed on SCO policies, keep in contact with supervisors for updates on club activities	Weekly through the semester	Failure to attend 4 is demoted status; failure to attend 5 means no allocations will be granted	Fridays LA 3110, 1pm
<b>Receipts</b>	Record how much money has been deposited or spent	Within five business days	Club accounts are frozen	Club Budget Binders
<b>Community Service Forms</b>	Inform the SCO of comm. service participation	48 hours prior to service	No Credit for community service	Blank Forms in BU 150 or online