



# CLUB SPORTS OFFICER REQUIREMENTS

Office of Recreation and Wellness

Department of Health and Recreation

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## **Meetings:**

- Fall
  - o 1 All Officers meeting at the beginning of the semester
  - o 1 Individual club officer meeting with Club Sports Staff
  - o 1 Mid-semester meeting
  - o 1 End of semester meeting
- Spring
  - o 1 Beginning of the semester officer meeting
  - o 1 Mid-semester meeting
  - o 1 End of year officer meeting

\*Meetings subject to change

## **Event Requirements:**

- [Event Creation](#)
- [Event Review](#)
- [Class Excuse](#)

## **Monthly Requirements:**

- Update Budget Sheet (google drive)
- Update Social Media Accounts
- Update [Website Blog \(Comp. Sports Only\)](#)

## **End of Semester Requirements:**

- Fall
  - o [End of Fall Semester Report](#)
  - o [Election report](#) (if officers change)
  - o [Officer Exit](#) (Officer leaving position)
- Spring
  - o [End of Year Report](#)
  - o [Allocation Request](#)
  - o [Election Report](#)
  - o [Officer Exit](#) (Officer leaving position)