<table>
<thead>
<tr>
<th>Administration</th>
<th>Planning</th>
<th>Finances</th>
<th>Insurance &amp; Safety</th>
<th>Education &amp; Training</th>
<th>Council Dos &amp; Don'ts</th>
<th>Jamaar &amp; Josie’s Pet Peeves</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>300</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>400</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>500</td>
<td>500</td>
<td>500</td>
<td>500</td>
<td>500</td>
<td>500</td>
<td>500</td>
</tr>
</tbody>
</table>
Administration for 100

- Does your club have a completed Club Management folder?

- *Prove it.*
Administration for 200

- This practice is recommended for your executive members on a weekly basis, outside of normal club practices.

- Please explain the value that this practice yields.
Administration for 300

- Name 5 approved Club Management Checklist items that are essential to have in your Club Management folder.

- Explain the value of these items.

- *Prove that you have them.*
Administration for 400

Please list the steps of the Club Sports Communication Channel and give a **BRIEF** example of an appropriate use of this process.
Administration for 500

- This is the framework from which club members can gain insight of specific tasks.

- Name the 4 recommended positions from the Club Sports website.

- Must have at least 2 positions outlined in your Club Management folder.
Planning for 100

- It is essential that clubs establish these and continuously pursue & revisit these throughout the year.

- Please share one that you team is pursuing. *This should be clearly identified in your Club Management Folder.*
Planning for 200

- This tool should be used to coordinate your club’s current and future expenditures.

- When is the best time for this to be created?

- An updated copy should be made available to all members regularly.
Planning for 300

- Questions for Josie should be addressed directly during this time?
  - NOTE: This says JOSIE, not JAMAAR.
Planning for 400

- This critical presentation takes place at the end of each academic year.

- What is the purpose of this presentation?

- What are the possible outcomes for a club?
Planning for 500

- This gathering should take place at least once every week or so in a particular setting?

- Describe the benefits of doing this. Organization must demonstrate practice of this.
Finances for 100

- Use proper procedure to open a vote for a fictional club’s proposal to the council.
  - Proposal for $500.

- *Past proposals should be located in Club Management folder.*
Finances for 200

- This is an outside affiliate who provides assistance to the club.
- How is this documented?
- How is this relationship maintained?
Finances for 300

- Provide examples of mechanisms which your club uses to ensure that money is being allocated and spent correctly?

- Provide a sample of this documentation. All club members should have access to these documents.
Finances for 400

- This is the amount the SC-ICC was awarded by ASI in the 2011-12 academic year.

- How much is currently remaining in the SC-ICC Contracts/Fees/Rentals account?
Finances for 500

- What are the categories for the Tier System and the associated amounts of possible funding for each level?
- Show that you have the Tier System outlined in your Club Management Folder.
Insurance & Safety for 100

- You are not allowed to practice or compete under these conditions.
Traveling during these hours is prohibited and it is recommended that a driver should not exceed this time limit without a break.

Why?
Insurance & Safety for 300

- This documentation should be in your Club Management Folder and present at all club activities.
Insurance & Safety for 400

- These are the steps which are required if a member is injured during an approved Club Sports Event and may need to utilize the Club Sport’s Insurance.

- *Prove that you have this process in your folder.*
Insurance & Safety for 500

- Name the 2 club members who currently hold CPR & First Aid Certifications.
- Prove that you have this documentation in your Club Management Folder and name your two certified Club Sports representatives.
Education & Training for 100

- This should be consistently practiced once new members/volunteer joins the team.
- What system does your club have to educate members on sponsorship, conducting meetings, Club Sports policies, SC-ICC, etc.
- Should have evidence of this in their Club Management folder.
Education & Training for 200

- This is something which expresses appreciation for one’s club service?
- What can be the benefits of these actions?
Education & Training for 300

- When is the appropriate time for club leadership to begin identifying their successors?

- Once these successors are identified, what should be continuously practiced. (Please provide examples of how your clubs has demonstrated this.)
Education & Training for 400

- This is your speech in which you use to gain members and exposure to your team?

- Please Stand and give your 45 second marketing speech. (Be sure to include all major aspects from Josie marketing training.)
What are the trainings that Student Life Programs administer each academic year which can improve the leadership and management of your club.
Council Do’s & Dont’s for 100

- This verdict is often provided to teams proposals after the team demonstrates the following: Not assisting in committee work, continuously fined, not paying attention in meetings, tardiness, etc.

- Why do you feel this is so?
Council Do’s & Dont’s for 200

- This is often done when a group would like to add a proposal to next week agenda.

- When does this need to be communicated and what documentation is needed on the day of proposal?
Council Do’s & Don’t’s for 300

- These items should be reviewed before the beginning of the SCICC meeting.
Council Do’s & Dont’s for 400

- After the SC-ICC meeting this is typically practiced by council representatives?

  **Hint:** What do you do after the SC-ICC meeting up until the following meeting?

- What is the proper practice? Provide examples....
Council Do’s & Don’t’s for 500

- Name all the representatives who sit on the SCICC.
- Member must have attended 1 or more previous council meetings.
Pet Peeves for 100

- This irritating behavior can prevent participation, collaboration, and productiveness during SCICC meetings and club activities.
Pet Peeves for 200

- These aspects of member registration are critical, yet often ignored.

- Name the requirements for new & old members to participate.
Pet Peeves for 300

- This often done by council representatives during committee time.

- What’s the negative result of these actions? Explain.
Pet Peeves for 400

- In a club’s event planning meeting, it is essential that clubs express all of these items.

- Why is this important. Please provide an example.
Council representatives do not fulfill their duties when this does not occur.