EVERYTHING YOU NEED TO DO IN THE SUMMER/EARLY FALL TO PREPARE YOUR CLUB FOR THE NEW SEMESTER!

CSUF | Student Life and Leadership
STUDENT AFFAIRS

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STUDENT LIFE AND LEADERSHIP

INTER-CLUB COUNCIL MEMBER

TO-DO LIST

Preparing for the New Academic Year

1. Begin Club Re-Registration Process (PRIORITY)

- [ ] **Registration Requirements (May 1st - Aug 31st)**
  - i. Club/Org President must complete the Re-Registration Form in TitanLink
  - ii. Meet Officer Qualifications (Presidents & Treasurers)
  - iii. Complete Officer Training at LeadCon (Presidents & Treasurers)
    - a. Inter-Club Council Retreat will satisfy this requirement for ICCs
  - iv. Complete Alcohol+ Training (Presidents & Treasurers)
  - v. Complete Hazing Prevention Training (Presidents & Treasurers)

- [ ] **Review and update ICC Constitution**
  - i. Familiarize yourself with officer responsibilities, meeting protocols, and ICC funding rules
  - ii. Update constitution to be submitted along with other re-registration documents

- [ ] **Assist clubs under your organization with understanding deadlines and required documents**

- [ ] **Encourage clubs under your organization with understanding deadlines and required documents**

2. Re-Registration Timeline for Organizations in Your Respective ICC (PRIORITY)

- [ ] **Email all ICC-affiliated clubs with a welcome message**
  - i. Include details on when the ICC will open its specific registration/re-registration process
  - ii. Share any updated guidelines, forms, and relevant deadlines

3. RSVP for Mandatory Inter-Club Council Retreat (PRIORITY)

- [ ] **Register yourself and encourage all board members to attend**

- [ ] **Prepare questions on finances, event planning, reservation process, etc**

4. Fill Out Student Life & Leadership Contact Information Sheet

- [ ] **Submit ICC leadership contact information here**
  - i. Ensure all executive board members have submitted it
  - ii. Update SLL if any changes occur in leadership roles over the summer

5. Confirm and Schedule Executive Board Meetings

- [ ] **Schedule recurring weekly or bi-weekly executive board meetings**
  - i. Use tools like Doodle, When2Meet, Calendly, SimpleMeet.me, or Google Forms to collect availability information

6. Select General Council Meeting Days and Times

- [ ] **Confirm with ICC e-board members what days and times would work best for everyone to ensure that all members are able to attend**

- [ ] **Reach out to club presidents and have them vote on times and days**
  - i. Remind presidents the importance of the role and to choose members who will be active participants
    - a. Suggestion: Create an ICC representative contract

- [ ] **Reserve rooms through TitanLink**

- [ ] **Aim for consistency and accessibility (ex: same time/day weekly or bi-weekly)**

7. Clean Up and Update TitanLink Page

- [ ] **Review and archive outdated events and files into folders**

- [ ] **Update executive board roster, mission statement, registered clubs, and meeting information**

- [ ] **Reorganize folders for bylaws, forms, and funding documents**

8. Start Planning for DiscoverFest

- [ ] **Register for DiscoverFest**

- [ ] **Prepare tabling materials (flyers, tablecloth, information about your organization)**

- [ ] **Coordinate who will staff the table and when**

- [ ] **Think about an interactive activity to draw in student interest**

9. Set Up Communication Channels

- [ ] **Create group chats (GroupMe/Discord) for ICC members if not already active**

- [ ] **Draft a welcome message for club leaders and representatives**

10. Draft First General Council Meeting Agenda

- [ ] **Include introductions, council mission, and funding process/procedures**
  - i. Prepare a slide deck

- [ ] **Review expectations for ICC representatives (ex: attendance, communication, event participation, funding proposal procedures)**

- [ ] **Share calendar overview, important deadlines, and upcoming events**

- [ ] **Prepare an opportunity for club representatives to ask questions and share needs**

11. Recruit Support Roles or Committee Chairs (if applicable)

- [ ] **Identify students interested in leading or supporting initiatives (ex: marketing, programming, finance, etc)**

- [ ] **Create interest forms to collect information over the summer**

13. Set up a meeting with your ICC Advisor

- [ ] **Introduce yourself if you're new to the role**

- [ ] **Share meeting times and locations**

- [ ] **Ask for support, updates, and insights for the upcoming semester**

- [ ] **Schedule regular check-ins (weekly, bi-weekly, or monthly)**

14. Reflect on Last Year and Set Goals

- [ ] **Review transition reports**
  - i. What went well?
  - ii. What could be improved, expanded, or reimagined?