

## G-Level Club/Organization Checklist

### 1. **Members/Attendance**

Maintain a current roster of member, if you have an open membership, update as new members join throughout the year. Have a copy of the roster at every meeting and have students highlight their names or sign next to them to show they were in attendance at the meeting. Include the time and location of the meeting on the form.

### 2. **Activity Pledge Sheet**

Make sure every current member and their parents have signed a pledge sheet for your club/organization. Turn in the originals to the athletic office.

### 3. **Meeting Notes**

Either you or your club/organization president should have some sort of outline, agenda or meeting notes for each time that you meet. These, along with attendance roster, should be turned in quarterly to the athletic office.

### 4. **Field Trip Form**

Make sure that whenever you take students off campus, some sort of permission form is being utilized so that parents know what and where their kids are going/doing.

### 5. **Keep a record of any events and activities that your club participates in.**

Examples might be homecoming activities, purple and gold, etc., as well as other activities your club does on its own. **Every G level club must have 4 activities (besides regular meetings) per year.**

### 6. **Apparel designs worn by clubs and teams must be approved by the athletic director. This would include T-shirts, hoodies, and items worn at school.**

### 7. **ALL RECORDS OF ATTENDANCE AND ACTIVITIES SHOULD BE TURNED INTO THE ATHLETIC DIRECTOR AT THE END OF EACH QUARTER. THIS INFORMATION WILL BE USED TO DETERMINE THE PAID STATUS OF ALL G-LEVEL ACTIVITIES AND IS REQUIRED FOR BOTH PROBATIONARY CLUBS AND THOSE WHO HAVE ALREADY ATTAINED PAID STATUS.**

#### **Quarterly Checklist:**

- \_\_\_\_ Attendance rosters for meetings/activities
- \_\_\_\_ Minutes, agendas or meeting notes
- \_\_\_\_ New Club Permission Forms
- \_\_\_\_ List of activities that count toward your 4 activities for the year