Club Sports Council Meeting

Agenda

Date: September 27, 2016

Announcements/Updates
- Still don’t know who the new advisor is… but hopefully soon! **Hopefully next week**

Discussion Topics/Actions
- Some training
  - Getting reimbursed (PRFs) - **Payment Request Forms**: Search “Cal Poly PRF” on Google, online form is constantly updated, so print from online. Proof of payment (receipt, printed order form, or, if absolutely necessary, bank history showing the purchase). Club President/Treasurer must sign off on PRF, officer cannot sign own PRF.
  - Coaches paperwork – **Must be turned in ASAP**, payment set up takes time. 3 forms for student-coaches, 5 forms for non-student coaches. Sit down with the coach, discuss expectations, dates, and payment. **W-9 tax form. Cal Poly Forms and Resources → Coaching Paperwork.**
  - Budget recap – **Round-table Treasurer meeting(s)**, once a quarter? Would cover PRFs, transaction reports, planning for the future, and the do’s and don’ts of fundraising.
  - The “New Club Sport” Process – **Full year process**: Attend all Club Sports Council meetings, become a chartered club (create officer core, gather members, schedule practices, compete at events), complete New Sport Club Application, and present to the Club Sports Council. Need a 2/3 majority Club Sports Council vote.
    - Club Swim
    - Women’s Rugby?
  - Apparel licensing – If a club orders any apparel with a Cal Poly logo, **Cal Poly Forms and Resources → Apparel and Licensing.** Print out a mock-up of the design. Turn forms into front desk in the bookstore, Kim Shank. She’s in charge of all Cal Poly licensing.
  - Club Sports “Green Out”
    - Give away 5 shirts vs. placing an order and having teams pay – **Possibly all members of all clubs could purchase one, and subtract amount normally put forward for the free t-shirts as a discount for all shirt purchases**
  - Updating media

Annie deBruynkops | Chair | 805-679-3004 | adebruyn@calpoly.edu
Brandon Puccini | Vice Chair | 408-335-9773 | bpuccini@calpoly.edu
Colin Empey | Secretary | 831-236-6465 | cempey@calpoly.edu
Samantha Rolander | Treasurer | 703-434-9579 | rolander@calpoly.edu
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- Club Sports Instagram/FB – **Assemble master schedule for all tryouts: when and where, post on facebook, link in Instagram?**
- Marketing requests: http://deanofstudents.calpoly.edu/requests
- Meetum - Dustin Dolby – **Startup for campus connectedness, almost like twitter where a post shares an event with other app users**
- Club Sports Gmail account – **Shared between Executive Council, respond only to emails addressed to self. If opened email not addressed to self, mark as unread.**
- Take headshots

**Next All Council Meeting** - October 13, 2016

- Will plan for it at next meeting

Club Sports Box: 283

Account Number: 81530

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