



Please follow all of the steps below to complete club registration! If you have any questions, please email [clubregistration@rice.edu](mailto:clubregistration@rice.edu).

- ITEM 1: Fill out a [Club Registration & President's Form](#)**
  - ▶ Incoming Club President/Primary Student Leader should complete this form.
  - ▶ Clubs must consist of at least 50% currently enrolled Rice University students.
- ITEM 2: Have Club Sponsor submit a [Sponsor Form](#)**
  - ▶ All Club Sponsors must receive Risk Management Training. Please [click here](#) to check the list of all Club Sponsors that have currently completed Risk Management Training.
- ITEM 3: Email a copy of your constitution to [clubregistration@rice.edu](mailto:clubregistration@rice.edu)**
  - ▶ Save your constitution as ClubName\_Constitution\_2017.
- ITEM 4: Attend a Club Orientation & Risk Management Training Session**
  - ▶ All dates, times and locations for sessions can be found on the [Student Activities website](#).
  - ▶ At least, your current President or Vice President must attend. If you anticipate a change in leadership mid-year, it is recommended to have more than one student leader attend.
- ITEM 5: Submit a [Risk Management Plan](#)**
  - ▶ After your President or Vice President has attended Risk Management Training meet with your Executive Officers to formalize your club's Risk Management Plan.

Once all of the above items have been completed, you will receive a confirmation email to acknowledge your status as a registered club for the 2017-2018 academic year.

**\* Deadline to complete Club Registration requirements is September 29, 2017.**

**All of the steps involved in registering your club must be completed before the September deadline to be considered active for 2017-2018 academic year.**

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## COMMON MISSTEPS IN THE REGISTRATION PROCESS

1

Not using a uniform club name: Decide if you are registering as Rice Stars or Rice University Stars or Stars and stick with it on EVERY form!

2

Not including your full/proper club name in communications with Student Activities.

3

Waiting until the very last minute to file forms for Registration. If there is a technical issue your form may not be submitted on time.

4

Not checking the Club Registration/Resources page for updates!

5

Not communicating which officer is responsible for each part of the process.