Please follow all of the steps below to complete club registration! You will need to login to OwlNest before accessing the forms below. If you have any questions, please email clubregistration@rice.edu.

☐ **STEP 1: Identify a Club Sponsor and have Club Sponsor submit a Club Sponsor Form**
  - All Club Sponsors must receive Risk Management Training.
    - Please visit studentcenter.rice.edu/trained-club-sponsors to check the list of all Club Sponsors that have currently completed Risk Management Training.

☐ **STEP 2: Create or update your Club Constitution**
  - Save your constitution as “ClubName_Constitution_2019.”
  - Highlight in yellow any changes made to constitution
  - Upload your constitution in OwlNest (see STEP 3)!

☐ **STEP 3: Register Club on OwlNest**
  - Incoming Club President/Primary Student Leader should submit this registration.
  - All club officers must be currently enrolled students at Rice University.
  - Click “Organizations” > “Register an Organization” > “Register a New Organization” if you’re a new club or "Re-Register" if your club is renewing.

☐ **STEP 4: Complete the Online Club Orientation & Risk Management Trainings**
  - Information on how to enroll in these trainings can be found on the Student Activities website at studentcenter.rice.edu/club-registration.
  - At least, your current President/Primary Student Leader 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.

☐ **STEP 5: Submit a Risk Management Plan on OwlNest**
  - After your President or Vice President has completed the Risk Management Training, meet with your Executive Officers to formalize your club’s Risk Management Plan.

☐ **STEP 6: Complete Treasurer Training on Canvas (if required)**
  - Check the Student Activities website at studentcenter.rice.edu/club-registration to determine if this training is a requirement for your club.

Once all of the above items have been approved, you will receive a confirmation email from OwlNest to acknowledge your status as a registered club for the academic year.

*Deadline to complete Club Registration requirements is September 20, 2020.*
Please visit the Student Activities Website for information about important dates!