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 2019-2020 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.”
  - 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.” (Please note, you will select this option even if you are a renewing club.)

- **STEP 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 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 attended 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 completed, you will receive a confirmation email to acknowledge your status as a registered club for the 2019-2020 Academic Year. Your club’s page will then be created in OwlNest!

*Deadline to complete Club Registration requirements is October 20, 2019. All of the steps involved in registering your club must be completed before the October deadline to be considered active for 2019-2020 Academic Year.*