



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](mailto: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](http://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](http://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](http://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!](#)