

K-7: Club Day check (to do) list-Cindy Bader



Club Day/ICC Checklist

- ___ Update club day form (they bring: club poster, sign-up sheet, pre-approved flyers, we get tables)
- ___ Write bulletin announcements with deadline for forms the week prior to Club Day
- ___ Request posters/hang them
- ___ Contact advisors from last year's clubs (give them forms)
- ___ Collect forms
- ___ Order tables
- ___ Make place card (3x5 card) for each club to place on table during set-up
- ___ Hold meeting prior to Club Day to inform of homecoming festivities, spell out Club Day requirements
- ___ Set-up tables, put out place cards, have sound system and music
- ___ Clean-up after
- ___ Hold ICC meeting with new club presidents within a week of Club Day with requirements for constitution, report form (add attendance list)
- ___ Attend one club meeting (different one) each week
- ___ Evaluate