

Multicultural Clubs Checklist

- ☐ **SLIC Annual Activity Form**
This form provides an overview of your club's activity in the past year, including information about service hours completed, funds raised, who's in your club and how students have developed as members of your club.
- ☐ **SLIC Re-registration Form**
This form provides information regarding leadership roles within your organization and notifies the University that your club would like to be active on campus.
- ☐ **CU Involved New Officer Information**
This keeps your CU Involved page current for students who are interested in learning more about your club.
- ☐ **Creighton Students Union (CSU) Funding Report**
If your club received funding from CSU, you must fill out this form to demonstrate the funding was spent appropriately. This form can be accessed on the CSU CU Involved page.
- ☐ **Moderator Training**
This online training needs to be completed every three years by your club's moderator for your club to remain in good standing with the University.
- ☐ **CSU Fall Conference**
This required training provides information on policies, applying for funding, ordering catering and running a student club.
- ☐ **Register for Skutt Shutdown**
Skutt Shutdown provides an opportunity for student clubs to interact with students in a fun-filled environment. To reserve space at the event, you must fill out this form.
- ☐ **Apply for CSU Funding**
CSU has been entrusted to allocate funding to student clubs. This form must be filled out to receive funding.
- ☐ **Event Form**
To host events on or off campus, your club will need to submit this form to provide necessary information about the event.
- ☐ **Children and Vulnerable Adults Training**
If your club interacts with children through service or activities, members will need to complete this training to learn the policies and procedures.
- ☐ **Travel Form**
If your club travels, this form (which is part of the event form) will need to be filled out to share who is traveling and why they are traveling. This form provides necessary information for travelers' safety.
- ☐ **MELT Training**
Student leaders within multicultural clubs are required to attend this specialized training to assist with event planning, scheduling and education of Creighton policies.
- ☐ **Multicultural Enrichment Institute**
This is an opportunity for your club to engage with first year students before school starts.