



Resources for Recognized Campus Organizations

3) APRIL CHECKLIST: BEFORE REQUESTING VALIDATION

CHECKLIST:

- ✓ Your organization must have been approved by a Local Evaluation Committee
- ✓ You must have a staff or faculty member validator, or club hub validator
- ✓ Each person within the organization must work in their role to the best of their ability throughout the year
- ✓ Your club/group must have submitted the following materials to their validator:

Mandatory Checklist:

* These documents are required for validation. If an organization does not provide the appropriate materials, Validators will use their discretion as to whether they feel that student leaders completed their roles and responsibilities.

- Group Goal Setting Form
- Individual Tracking Form for each student looking to be validated (includes goal setting, event/activities attendance log, and transition report)
- This form for Requesting Validation (complete the list below of student leaders put forth to be validated, and complete the attendance list below)

Optional Checklist:

*To help provide a full picture of the activities of the organization, and to help with transition, they are also encouraged to submit:

- Financial Documents
- Promotional Materials (e.g. posters and flyers)
- Meeting Minutes
- Room Bookings

- ✓ You must provide your validator with the Position Titles and UTORids of each student who wants to request validation. You may choose to use the following table to help with this:

Club/ Group Name	Student Name	Position Title	UTORid
Ex. BestClubEver	1. Ex. Wendy Windy	Ex. President	windywen
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		

- ✓ You must provide your validator with an attendance list which includes each student who wants to request validation. You may choose to use the following table to help with this:

MEETING / EVENT / ACTIVIY DATE	STUDENT NAME	LOCATION	TIME	NOTES