

Club Registration Preparation Checklist

Use this checklist before submitting your club registration application. Gather your materials early, confirm required information with officers and your advisor, and watch your email for follow-up after submission.

Important Dates

Registration goes live	Wednesday, June 3, 2026
Registration deadline	Friday, October 2, 2026, 5:00 p.m.
Review and decision period	June–October 2026
Club Fair 2026	Friday, October 9, 2026
Club leader and advisor trainings	October/November 2026

Note: Club registration application review can take several weeks. Submit early if you can.

Before You Start the Application

- Club/organization name, including full name and abbreviation
- New club or renewal status
- Club category/categories
- Detailed club description
- Bursar account number, if applicable (new clubs will set up an account after approval)
- Funding plans and intended funding sources
- Current roster and membership counts
- Officer names and Caltech email addresses
- Advisor name, campus position, and Caltech email address
- Club constitution (See Club Registration webpage for a template)
- Website link and/or directory description, if applicable

Reminder: The application should be completed by the person who plans to serve as the club's President for the 2026–2027 academic year.

Club Description

- Primary purpose of the club
- What the club hopes to achieve
- Types of activities or projects planned
- Regular/Traditional events the club hopes to hold
- Expected travel, conferences, retreats, or larger events

Membership and Roster

- Confirm the club is open to all currently registered undergraduate and graduate students
- Identify affiliate members, if applicable, by type: Caltech staff, faculty, postdocs, JPL staff, or spouses/partners of current students
- Confirm affiliate members are not listed as officers or club leaders
- Confirm the club maintains at least a 60/40 student-to-affiliate member ratio
- Prepare current roster and membership counts: undergraduate students, graduate students, and affiliate members by type

Officers and Advisor

- Confirm President and Treasurer are listed and are two different people
- Confirm all officers are currently enrolled undergraduate or graduate students in good standing

- Use Caltech email addresses for all officers
- Confirm optional roles, such as Vice President, Secretary, or other club-specific officer positions
- Confirm advisor is a current full-time Caltech faculty member, staff member, or postdoc
- Ask the advisor to complete the separate Advisor Confirmation Form

Bursar Accounts and Funding

- Provide Bursar account number, if the club has one
- Indicate whether the club plans to apply for funding
- Identify intended funding sources, such as ASCIT and/or GSC
- Returning clubs: confirm whether the club received funding during the previous club year
- Remember that a Bursar account is required to conduct financial business and submit reimbursement requests

Outside Affiliations, Vendors, and Paid Instructors

- Disclose whether the club is connected to a local, regional, or national organization
- Disclose whether the club plans to use paid instructors or vendors
- Provide club website link, if applicable
- Indicate whether the club is interested in tabling at the Fall 2026 Club Fair
- Include major events, outside affiliations, vendors, travel, or other plans that may require additional guidance or review

Club Constitution

- Upload a current club constitution
- Review whether the constitution reflects how the club actually operates
- Confirm the constitution addresses club purpose, membership expectations, officer roles and elections, advisor role, club funds and management, traditional events, and amendment process
- Use the constitution template if your club needs help getting started or updating its current document

Policy Review and Acknowledgement

- Review the Club Handbook and Events Handbook
- Review the Student Event Registration Website (spa.caltech.edu) for event registration requirements
- Review Institute and Student Affairs policies
- Understand that the application includes a policy review acknowledgement

Before You Submit

- Confirm all required fields are complete
- Confirm uploaded documents are included and readable
- Confirm advisor information is accurate
- Confirm officer information is accurate
- Be specific about club plans, events, and activities
- Submit by the deadline or early if possible
- Watch your email for follow-up questions, approval notice, or next steps