



## SEMINOLE CLUB® GENERAL REQUIREMENTS

The following must be completed in order for a club to receive their annual stipend:

- Develop club bylaws.
- Obtain a Federal Tax ID Number (EIN — Employer Identification Number).
- Establish a bank account in the club's name.
- Share constituent data twice annually by December 31 and July 1.
- Ensure club logo is compliant with FSU Trademark Licensing. Work through the FSU Alumni Association to ensure compliance and modify existing logo as necessary.
- Promote FSU development and Direct Support Organizations (FSU Alumni Association, Seminole Boosters, FSU Foundation) at all events.
- Offer discounts to members of FSU Direct Support Organizations (members of the FSU Alumni Association and Seminole Boosters).
- Adjust officer slate to fiscal year (July 1–June 30).
- Administer your Seminole Club® scholarship through FSU.
- Email minutes of all board meetings to the FSU Alumni Association.

### Annual Requirements

- ◇ Submit the Annual Seminole Club® Report online, including the following, no later than July 8:
  1. Seminole Club® contact info and officer slate
  2. Executive summary of the past fiscal year. This document should highlight the past year's club activities and operations, including challenges, successes, trends, highlights, etc. Please limit response to 500 words.
  3. Planning calendar of upcoming fiscal year
- ◇ Participate in at least one event annually that is academic in nature (e.g., host a Seminole Send-Off, staff a local college fair, invite a professor to speak at a club event, etc.)
- ◇ Club leaders must be members of the FSU Alumni Association and/or Seminole Boosters

- ◇ Participate in at least one event annually that is athletic in nature (e.g., host a kickoff party or game watching party, invite an assistant coach to speak at a club event, etc.)
- ◇ Participate in the annual Seminole Service Day

### Financial Requirements

- ◇ Submit the following financial information TWICE annually online no later than January 15 and July 8:
    1. Bank statements
    2. Financial statement
    3. Signed or emailed compliance form (Attestation Report)
- \*Club stipends cannot be disbursed until ALL club required events, reports and financial statements are completed.