Academic Teams: Structure and Annual Timeline

Team Captains

Each academic team is expected to have at least one team captain as the main contact point with SAO for the group. If the team structure calls for a trip leader for each competition, it is the team captain/s responsibility to assure that the trip leader completes their tasks in a timely and efficient manner so as not to accrue late charges.

Additionally, team captains are expected to submit a roster of students on the team for the academic year by October 15. If other students are added to the team at different points in the year, roster updates should be communicated to SAO.

Team Treasurer

Each academic team should have a team treasurer on its roster to assure that team spending does not exceed the agreed upon trip budget or the annual budget. The name of the team treasurer should be submitted to SAO no later than when the team roster is due, October 15. Team treasurers will be added to Workday. They will be responsible for monitoring the team budget and expenses and keeping the team captain/s apprised. The captain may also be the treasurer.

Trip Leader

A designated Trip Leader is required for each tournament or competition. It is the responsibility of the Trip Leader to make all of the arrangements for the tournament with SAO and consent to being the main point of contact between the college and the team while planning the trip, during the trip, and after the trip. The Trip Leader must assure that every team member traveling signs the appropriate paperwork before they leave campus. All changes in plans must be communicated in a timely manner by the Trip Leader to SAO.

Fall Term

Academic Teams Kickoff Meeting - In early Fall term, there will be a mandatory meeting for team captains at which time expectations will be reviewed.

Individual Team Meetings - Team captain/s and the treasurer should plan to meet with SAO staff to review the year's budget allocation. SAO will approve the team's final budget during or after that meeting. Competitions may not be added and budget numbers may not be changed to accommodate additional competitions or events after that time.

Spring Term

Budget - Budget planning for the coming academic year begins in Spring Term. **A draft submission is due to SAO by Week 9**.

Annual Report - The year-end report on team activities is due in Spring Term. The report should detail the competitions that the team engaged in, any accolades or awards won, and goals for the coming year. The report may be shared with Carleton administration and stakeholders, and may assist in the argument for more funding in coming years. **The report is due to SAO one week after the academic year finishes at the latest.**

Point of Contact - By Week 9, please designate a member of the team to be the main point-of-contact over the summer, especially if a senior was the point-of-contact for the previous year. Share the name of the point-of-contact with staff in SAO by the end of Spring Term.