

## DIVISION C CLUB OFFICER GUIDELINES

**IMPORTANT NOTE: Having club officers does not replace having an adult coach who receives emails and makes an account in the VASO Portal.**

VASO allows **high school** club officers (just one or two please) greater access to the registration/signup tools. Some of you are very excited about this and have been looking to add your student leadership to the email list, VASO Portal and Scilympiad (when used).

In various discussions and looking at various school information standards, VASO does not want to store the full names of students with their personal email addresses. Also, it is a real challenge to maintain ongoing email lists, since student leadership changes every year.

If you are interested in having your student leadership take on the team signup/event organization/etc, here is what VASO asks:

1. Have your students create a generic officer's email (like HogwartsSO@gmail.com) that they can either all check or can be used as a forward to them. This email could then be passed from officer group to officer group over the years and VASO can add it to our email list.
2. Use that email as the signup for the VASO Portal and Scilympiad. Please have them create just one account (they'll have to share) and don't use their personal names. The first name on the account could be your school name and the last name could be "Student Leadership". So, for example, "Hogwarts Student Leadership"

We think that this would allow us to meet everyone's needs. VASO appreciates everyone's help with this. And, of course, this is optional - high schools don't have to set their student leadership to get emails or accounts.