

RSO Registration Checklist for 2009-2010

In order to renew or register a Registered Student Organization (RSO), please follow the steps below. Each step must be completed in order to be fully registered and maintain privileges. Benefits of registering as a student organization include: campus checking accounts, room reservations, organizational emails, websites, and listservs, locker space, mailboxes, office space eligibility, use of the resource room, access to the Leadership Library, and event consultations.

All registration forms and guides are available at <http://leadership.uark.edu> or at the Campus Life Center (ARKU A665).

RSO Requirements

RSO must:

- Have at least six (6) members (this can include officers)
- Have a President
- Have a Treasurer
- Have a faculty/ staff advisor from the University of Arkansas
- Be composed of University of Arkansas students

RSO Officers must:

- Be a full time enrolled student (12 credits for undergraduates and law students, 6 credits for graduate students).
- Maintain a minimum cumulative GPA of 2.25.
- Not be on academic or disciplinary probation.

All Members must:

- Be enrolled in at least one class

Registration Steps

Step 1: Paperwork

- Complete and turn in the Consent/ Registration Form to the Campus Life Center (ARKU A665).
- Turn in a signed copy of the RSO Non-Discrimination statement to the Campus Life Center (ARKU A665).
- If you have updated your constitution within that last year please submit a copy electronically to rso@uark.edu.
- Submit a copy of your End of Year Report to the Campus Life Center (ARKU A665)—this only applies to RSOs who were registered the previous academic year.
- Submit a copy of your Advisor's End of Year Report to the Campus Life Center (ARKU A665)—this only applies to RSOs who were registered the previous academic year.

Step 2: Online Registration

- Go to <http://leadership.uark.edu> and renew/ register your organization.
- The online information MUST match the paperwork that is turned in.

Step 3: Officer Orientation

- Two officers must attend an officer orientation session with the Center for Leadership and Community Engagement
- Check <http://leadership.uark.edu> for the most current session times offered- beginning in August.

Step 4: Approval Process

- Once paperwork is submitted, it will be checked with the online information.
- If there are issues, CLCE will contact the organization regarding the issue.
- Your president will receive an email when the organization has been approved.

Important Dates

- You must renew by **June 30, 2009** or your RSO will lose check writing/ room reservation privileges until registration is completed.
- You must be registered by 5pm on **August 24, 2009** in order to participate in Razorbash. (Officer Orientations *do not* have to be completed by this time as sessions will be offered later in the month).
- If you receive ASG Funding for fall 2009, you must re-register by **September 11, 2009** in order access ASG funds. If you have not re-registered and picked up your funding packet by that date you will lose that funding for the fall semester.

If you have any questions or if you need any assistance, please contact:
Lyndsy Manz, RSO Program Coordinator, Center for Leadership & Community Engagement
575-5255 lmanz@uark.edu



University of Arkansas RSO Registration Form 2009-2010



Name of Organization: _____ Abbreviation: _____

Advisors: _____ **Category:** _____ **Organizational Email:** _____

The following criteria must be met to be a primary advisor for a Registered Student Organization:

- Full-time faculty/staff member
- Part-time faculty/staff qualify as advisors if they are not simultaneously pursuing a graduate degree.
- Advisors must actively participate in the organization and regularly attend meetings of the organization.

Statement of Commitment and Consent

I have read and understand the rules and regulations pertaining to registered student organizations in the Student Handbook, and affirm that the information contained on the attached registration forms are true and correct to the best of my knowledge. I have consented to be the faculty/staff advisor to the organization listed above for the 2009-2010 academic year. Further, I acknowledge that the officers listed within this packet are the official representatives of this organization. For more resources and information for Advisors please visit <http://leadership.uark.edu>.

Primary Advisor's Name: _____ **Secondary Advisor's Name (optional):** _____

University Email: _____@uark.edu University Email: _____@uark.edu

Advisor's Signature: _____ Advisor's Signature: _____

Officers

The following requirements must be met to be an officer in a Registered Student Organization:

- Undergraduate student officers must be enrolled in a minimum of twelve (12) hours of on-campus course work.
- Law student officers must be enrolled full time according to their program
- Graduate student officers must be enrolled in a minimum of six (6) hours of on-campus course work.
- Officers must have a 2.25 or better cumulative grade point average.
- Officers cannot be on academic or disciplinary probation.

By signing, you give duly authorized representatives of the Center for Leadership and Community Engagement permission to check your academic and judicial records to determine your eligibility to be an officer in a Registered Student Organization.

Academic and Judicial records are checked in the fall & spring semesters.

President- REQUIRED

Name: _____
University Email: _____@uark.edu
University ID #: _____
Signature: _____

Vice President

Name: _____
University Email: _____@uark.edu
University ID #: _____
Signature: _____

Treasurer- REQUIRED

Name: _____
University Email: _____@uark.edu
University ID #: _____
Signature: _____

Other Officer: _____ (name of position)

Name: _____
University Email: _____@uark.edu
University ID #: _____
Signature: _____

Members

Registered Student Organizations must have and maintain a minimum of six (6) active members to secure approved RSO status from the University (this includes officers). All members must be U of A students currently enrolled in at least one (1) class.

#1 Name: _____
University Email: _____@uark.edu
University ID #: _____
Signature _____

#2 Name: _____
University Email: _____@uark.edu
University ID #: _____
Signature _____

#3 Name: _____
University Email: _____@uark.edu
University ID #: _____
Signature _____

#4 Name: _____
University Email: _____@uark.edu
University ID #: _____
Signature _____

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For Office Use Only:

Notes: EYR Constitution PPWK=Database Listserv

Approved By: _____ Date: _____

RSO Compliance and Non-Discrimination Statement

As President and authorized representative, acting for and on behalf of the registered student organization listed below:

- I acknowledge that this organization is responsible for conducting its activities in accordance with all applicable federal, state, and local laws and University policies, and that failure to do so may lead to sanctions against the organization, including but not limited to suspension or termination of my organization's recognition by the University and/or loss of University privileges.
- I acknowledge that it is the policy of the University of Arkansas, Fayetteville to promote equal opportunity for all students as valued members of the University community and to support affirmative steps to accomplish that objective.
- I further acknowledge that it is the policy of the University of Arkansas, Fayetteville, to prohibit discrimination on the basis of age, disability, ethnic origin, marital status, race, religion, gender, or sexual orientation, or any other grounds prohibited by federal or state law or University policy. Accordingly, no student may be excluded from membership or leadership in a registered student organization on the basis of his or her age, disability, ethnic origin, marital status, race, gender (unless exempt under Title IX), religion, or sexual orientation, provided, however, that registered student organizations may limit their membership and leadership to students who, upon individual inquiry, affirm that they support the organization's religious, political or other legally protected views, consistent with the First Amendment.
- I acknowledge that all events funded from University sources must provide equal participation opportunity to all students.
- Except as otherwise permitted by the United States Constitution, the Arkansas Constitution, or other applicable law, I acknowledge that any actions of my student organization that violate the University's non-discrimination policy may lead to sanctions against the organization, including but not limited to suspension or termination of my organization's recognition by the University and/or loss of University privileges.
- I have read and understand the obligations and responsibilities for registered student organizations outlined in the Student Handbook.

Registered Student Organization Name

Date

President's Signature

President's Printed Name

RSO End of Year Report for 2008-2009

Please complete this form accurately and completely. With over 300 organizations, this helps the Center for Leadership and Community Engagement know more about your organization and its accomplishments and activity. This form is for information and assessment only and assists us with developing and enhancing programs for RSOs.

Name of Organization: _____

Total Membership for the 2008-2009 academic year: _____

How many meetings were held throughout the year: _____

How often did the organization meet?

Weekly Bi-Weekly Once a Month Less than 5 times this year Other _____

What month do you conduct your officer elections: _____

On a regular basis organizations should review, update and revise their constitution.

Has your organization reviewed its constitution this past year? Yes No

Has the organization revised its constitution this past year? Yes No

If Yes, please send an updated copy of your Constitution to rso@uark.edu

Did the organization receive ASG funding this past year? Yes No

If no, did you apply for ASG Funding? Yes No

If no, why did you not apply for funding?

What major projects/ events/ goals did the organization achieve this year?

Did the organization perform any community service? Yes No

If yes, what service did you perform and how many hours were served?

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What leadership/ presentation topics would you like to have offered to make your job, as a student leader, easier? (meeting management, event planning, budgeting, etc.)

Questions, Comments, Suggestions? (How else could the CLCE Office assist you?)

Signature of person completing this report: _____ Date: _____

Printed Name: _____ Position: _____

**Along with the organization's re-registration paperwork, return this document to the
Campus Life Center (ARKU A665).**

RSO ADVISOR End of Year Report for 2008-2009

Please have your Advisor complete this form accurately and completely. With over 300 organizations, this helps the Center for Leadership and Community Engagement know more about the needs of the advisor as it relates to the organization. This form is for information and assessment only and assists us with developing and enhancing programs for RSOs and their advisors.

Name of Organization: _____

How often did the organization meet?

Weekly Bi-Weekly Once a Month Less than 5 times this year Other _____

How often *did you attend* the organization's meetings?

Weekly Bi-Weekly Once a Month Less than 5 times this year Other _____

What do you see as your role as the advisor?

Are you aware of the ASG funding process that RSOs are eligible to participate in? Yes No

Have you been receiving the emails through the RSO Advisor listserv? Yes No

What resources would you like to see offered through the listserv? What are your expectations for the communication you receive from the Center for Leadership and Community Engagement?

Did you attend any of the Advisor Development Series Presentations this year? Yes No

If no, why did you choose not to attend?

What leadership/ presentation topics would you like to have offered to make your job, as a student organization advisor, easier? (group development, event planning, budgeting, etc.)

Have you ever accessed the advisor resources on CLCE's website leadership.uark.edu? Yes No

On a regular basis organizations should review, update and revise their constitution.

Has the organization revised its constitution this past year? Yes No

Questions, Comments, Suggestions? (How else could the Center for Leadership and Community Engagement assist you?)

Signature of Advisor: _____ Date: _____

Printed Name: _____ University Email: _____@uark.edu

Along with the organization's re-registration paperwork, return this document to the Campus Life Center (ARKU A665).