



Registered Student Organization (RSO) Annual Re-Certification Packet

Office of Student Activities
176 Murphy Campus Blvd
Waco, GA 30182
770.537.5722 (phone)
770.537.7995 (fax)
activities@westgatech.edu

Thank you for your interest in Re-certifying your organization. Please feel free to contact the Office of Student Activities (OSA) if you have any questions about the application process.

RSO Re-certification Information

- Applications are accepted between **April 15 and April 30 ONLY** from currently registered organizations as listed on the website.
- Organizations must submit all application materials simultaneously. Partial applications will not be accepted.
- All RSOs must have a full-time Faculty or Staff Advisor.
- Organizations will be notified of their status **via the e-mail address provided as the primary contact information**. Advisors will be copied on all official correspondence.
- All RSOs must have a membership of at least 10 credit earning active members.
- Please keep a copy of the completed Re-certification application for the organization's records.

RSO Rights and Responsibilities

RSOs are entitled to these rights:

1. Use of the College name and facilities.
2. Opportunity to sponsor on-campus events, programs, and fundraising activities.
3. Funding from student activity fees (SAC Funds).
4. Advisement or co-advisement by the OSA staff to selected organizations.
5. Access to leadership training.
6. Technical assistance for organizations and their advisors.

RSOs hold these responsibilities:

1. Maintain on file all chartering documents including a constitution, bylaws, rosters, and operating manual.
2. Ensure that activities and programming are consistent with the organization charter and adhere to College policies.
3. All leaders and officers must meet the eligibility for participating in student activities as indicated in the Student Handbook.
4. Undergo annual RSO Re-certification as established by the OSA.

HOW WILL MY RE-CERTIFICATION APPLICATION BE ASSESSED?

All applicants will be assessed based on a minimum threshold criterion. The criteria will include the following:

- Submission of the Application on time (Between April 15 and April 30)
- Completion of the Application **Be sure to include all the items on the checklist*
- Active Membership Roster
- Submission of By-laws, Guidelines, or Operating Procedures
- Submission of Calendar of Events
- Advisor Endorsement
- Final Review of Application by the Coordinator of Student Activities
- Prior Year Annual Report
- Community Service Programming

RSO Re-certification Application

Date ____ / ____ / ____

Name of person submitting application:

Primary Contact (Notification of your status will be sent to the information that you provide below and copied to your stated Advisor.)

Name:
Address:
City/State/Zip:
Office Phone:
Preferred Email:
Preferred Phone #:

Does your organization have a general e-mail address? If so, what is it?

Full Name of Organization:

Acronym of Organization:

Type of Organization

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Special Interest | <input type="checkbox"/> Diversity/Multicultural |
| <input type="checkbox"/> Professional | <input type="checkbox"/> Media | <input type="checkbox"/> Advocacy/Service |
| <input type="checkbox"/> Honorary | <input type="checkbox"/> Political | <input type="checkbox"/> Production/Performance |
| <input type="checkbox"/> Religious | <input type="checkbox"/> Governance | <input type="checkbox"/> International |

Is this organization part of a national organization?

- Yes
 No

On what campus will your organization primarily hold meetings?

<input type="checkbox"/> Murphy
<input type="checkbox"/> LaGrange
<input type="checkbox"/> Carroll
<input type="checkbox"/> Douglas
<input type="checkbox"/> Coweta
<input type="checkbox"/> Even rotation between all 5 campuses

General Information

1. What is your organization's mission statement?

2. Briefly state the purpose of this organization:

3. Briefly describe the membership guidelines and process for your organization:

4. How frequently will this organization meet?

- Monthly
- Weekly
- Bi-weekly
- Quarterly
- Other

5. Will this organization collect dues?

- Yes
- No

If so, what is the amount?

6. Does this organization have a constitution, operating procedures, or guidelines?
(One of the three documents is mandatory for renewing a charter for an organization.)

- Yes (Please attach)
- No

7. Does this organization have a national constitution?

- Yes (Please attach if available)
- No

8. What major events will your organization sponsor?

9. What is your procedure to select new members to your organization?

10. What are your proposed program initiatives for the year?

11. How is your organization aligned with the mission of West Georgia Technical College?

12. What did you accomplish as an organization in the last academic school year? Please list any notable awards and any activities in the FY2010 year.

Executive Leadership

President and/ or Primary Contact

Name:
Address:
City/State/Zip:
Phone:
Student Email:
Personal Email:
Student 900#:

Vice President or Secondary Contact

Name:
Address:
City/State/Zip:
Phone:
Student Email:
Personal Email:
Student 900#:

Secretary or Final Contact

Name:
Address:
City/State/Zip:
Phone:
Student Email:
Personal Email:
Student 900#:

Other Officer: _____

Name:
Address:
City/State/Zip:
Phone:
Student Email:
Personal Email:
Student 900#:

Other Officer: _____

Name:
Address:
City/State/Zip:
Phone:
Student Email:
Personal Email:
Student 900#:

Other Officer: _____

Name:
Address:
City/State/Zip:
Phone:
Student Email:
Personal Email:
Student 900#:

Other Officer: _____

Name:
Address:
City/State/Zip:
Phone:
Student Email:
Personal Email:
Student 900#:

Other Officer: _____

Name:
Address:
City/State/Zip:
Phone:
Student Email:
Personal Email:
Student 900#:

CALENDAR OF MAJOR EVENTS

Fall Semester 20__

Event	Date	Type of Event

Spring Semester 20__

Event	Date	Type of Event

Summer Semester 20__

Event	Date	Type of Event

***All organizations must hold one event each semester**

COMMUNITY SERVICE PROGRAMMING STATEMENT

What specific community service projects did you conduct?

What projects will you conduct in the new academic school year?

Advisor's Responsibility

- To be knowledgeable about, and comply with federal, state and local laws and ordinances, as well as campus policies. Inform the group of pertinent policies.
- To attend all general meetings and major activities of the organization.
- To travel with the organization whether in or out-of-town when they are representing West Georgia Technical College.
- To complete all travel forms and return them to the Business Office for approval.
- To complete facility requests.
- To submit pre-approval expense requests to the Campus Director of the campus on which your organization operates prior to any expenditures.
- To sign Purchase Requisitions, in accordance with the requirements of the Campus Director of the campus on which your organization operates.
- To inform the Office of Student Activities of any changes that may occur within the organization.
- To be primarily responsible for the behavior of its members.
- To inform the Office of Student Activities of any judicial issues related to the members of the organization.
- To ensure that at least one member of your organization attends Student Government meetings with a report of your organization's progress.
- To ensure that all financial obligations of the organization are met in a timely manner.

Advisor's Endorsement Statement

I _____ have read the responsibilities of being a Registered Student Organization advisor and agree to adhere to these guidelines. I understand that if I do not adhere to these guidelines, my organization may lose its charter and funding.

Printed Name

Signature

Date

Primary Advisor Contact Information

Name:
Campus & Office Location:
Office Phone:
Email:

Alternate Advisor(s) Contact Information

Name:
Campus & Office Location:
Office Phone:
Email:

Name:
Campus & Office Location:
Office Phone:
Email:

RSO Re-certification Application Checklist

- Submission of the Application on time (Due between April 15 and April 30)
- Completion of the Application **Be sure to include all the items on the checklist*
- Active Membership Roster
- Submission of By-laws, Guidelines, or Operating Procedures
- Submission of Calendar of Major Events
- Advisor Endorsement Statement
- Community Service Programming Statement
- Prior Year Annual Report * If available

For Office Use Only:

Application Certified by _____ on ____/____/____

Charter Status

- Approved by the Coordinator of Student Activities on ____/____/____
- Denied
- More documentation needed
- Annotations from the OSA:
