

New Registered Student Organization Draft Application Packet

VALENCIA COLLEGE

Student Development

East Campus
Building 5-212
Ext. 2313

Lake Nona Campus
Building 1-147
Ext. 8058

West Campus
Building 3-147
Ext. 1607

Osceola Campus
Building 2-150
Ext. 4396

Poinciana Campus
Building 1-116
Ext. 8057

Winter Park Campus
Building 1-200
Ext. 7667

Getting Started Checklist

Your campus Student Development Coordinator or Program Advisor will assist you with any questions you may have about the responsibilities and benefits of a Registered Student Organization (RSO) and the recognition process.

This Packet Contains:

- Getting Started Checklist – Page 2
- Application for New Registered Student Organization Recognition – Page 3
- Advisor Roles and Responsibility Agreement – Page 4
- Member Roster – Page 5
- RSO Tiers

Step 1 – First Steps

1. Decide on the type of club/organization you would like to start.
 - a. Name
 - b. Purpose
 - c. Type of activities
2. Find a full-time Faculty/Staff member and ask them if they are willing to serve as your RSO Advisor.
3. Use this packet as a place to capture the info you will need to register your club in Engage. Keep the signed Member Roster.

Step 2 – Filling Out the Draft Form

1. Recruit at least 5 members and have them sign the Member Roster. All individuals must be registered in at least one course during the term the RSO requests recognition.
2. Designate one student as a point of contact for your organization.
3. You may request to schedule a meeting for you, your advisor, and the Student Development Coordinator or Program Advisor to discuss becoming an RSO.

Step 3 – [Online Form](#) (If this is printed or hyperlink does not work, navigation is below)

1. Log into Atlas.
2. Navigate to the Student Tab.
3. Click on “Get Involved” and go to Engage.
4. Sign into Engage, if you are not automatically signed in. If you are logged into Atlas, this will be automatic once you press the sign-in button.
5. Navigate to organizations (grey people icon on the left navigation bar) and click “Register an Organization”.
6. Scroll down and click on the blue button labeled “Register A New Organization.”
7. Submit your online application packet with the signed Advisor Agreement form and Member Roster via Engage. All information will be verified by Student Development. If there are any errors or incorrect/incomplete information, you will be notified. Corrections must be addressed before moving forward.
8. **Once you have submitted your Engage application, you are required to submit this draft packet to your campus Student Development office.**

Step 4 – Recognition Process

1. All new clubs start at a Tier 1 status – only 5 members are required, may request on-campus room/tabling, marketing assistance, may participate in Student Development sponsored events, may attend Student Organization Council meetings/retreats, and are eligible to request funding (\$200 or less).
2. Once your application packet with the signed Advisor Agreement form and Member Roster is received via Engage, Student Development will review your submission and verify all information. Pending any corrections, questions, or supplemental documents that may be requested, Tier 1 recognition will be granted. Please allow 2-4 weeks for this process.
3. Once Tier 1 Recognition is granted and all information has been verified, Student Development will invite your Advisor and members to a meeting. The tiers' duties, responsibilities, benefits, and available resources will be reviewed at this meeting.

Application for New Registered Student Organization Recognition

Use this form to collect all of the information needed to submit the electronic packet. Once completed, submitted, and then approved by the Student Development Coordinator or Program Advisor, it shall serve as a binding agreement between the organization, its members, and Valencia College. This recognition packet is subject to review by college officials at any time. Any violations of this agreement are subject to appropriate action by the college.

Organization Information

Full Name of Club/Organization: _____

Type of Club/Organization (circle one only): Career Honorary Service Social Special Interest

Purpose Statement (this will be used for lists and website publications) _____

Membership Qualifications

GPA Requirement: _____

Student Requesting Club: _____ VID: V _____

Atlas Email: _____@mail.valenciacollege.edu

Telephone Number: _____

Faculty/Staff Advisor (Must be Full-Time)

Name: _____ Department: _____

Office Location: _____ Mail Code: _____ Telephone: _____

Email: _____@valenciacollege.edu

Authorized Organizational Representative Release (Advisor)

Student Development requires the identification of an organization representative to speak on behalf of the RSO. Therefore I, the undersigned, authorize my name, phone number, and email address to be released to the public in any publications/website produced by Student Development as an official representative for this club/organization.

Advisor's Name: _____ Signature: _____

Date: _____

OFFICE USE ONLY	
Date Tier 1 Recognition Granted _____	<input type="checkbox"/> Completed Application via Engage
SD Staff Signature _____	<input type="checkbox"/> Advisor Roles & Responsibilities via Engage
	<input type="checkbox"/> Member Roster via Engage
	<input type="checkbox"/> SD & RSO meeting to review Tiers & Resources

Registered Student Organization (RSO) Advisor Roles and Responsibility Agreement

The advisor's relationship to the group will vary, not only from RSO to RSO but from time to time within a specific group. The role of the advisor can be divided into three components: (1) responsibility to the group; (2) responsibility to the individual member; and (3) responsibility to Valencia College.

- I. Responsibility to the Group:
 - A. The advisor should assist the group in setting realistic goals and objectives each academic year.
 - B. The advisor should help the RSO justify its expenditures of the members' time, abilities, energy, and dues.
 - C. The advisor must be well informed about all the plans and activities of the group.
 - D. The advisor is responsible for providing continuity within the group and must be familiar with the group's history including major changes to its program.
 - E. The advisor must be aware of college policies and should ensure compliance with the policies from the group.

- II. Responsibility to the Individual
 - A. The advisor should seek to assist its members in maintaining a balance between the academic and co-curricular aspects of student life.
 - B. The advisor should foster a spirit of inclusion in all group activities.
 - C. The advisor should encourage members to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relation to the group.

- III. Responsibility to the College
 - A. The advisor must work with students to help them plan programs that are beneficial to the students and consistent with the educational objectives of the college.
 - B. The specific responsibilities the advisor has to the college are as follows:
 - 1. The advisor should attend the club/organization's meetings. When the RSO meets on-campus facilities, the advisor should be present and accountable.
 - 2. The advisor must monitor the procedure followed by the RSO in handling its funds and ensure that all Valencia fiscal policies are followed.
 - 3. The advisor must know and understand all Valencia policies that relate to events and fiscal management of RSOs at Valencia.

The role of the RSO advisor is an essential function of an RSO's success at Valencia. Being an advisor requires a time commitment on the part of the faculty or staff member. It is vital that the advisor communicate with their students and provide important information about programs to the Student Development Coordinator or Program Advisor.

I have read the above statements and I understand the commitment it takes to serve as a Registered Student Organization Advisor at Valencia College.

Advisor Signature: _____ Title: _____

Campus Bldg. & Room: _____ Phone: _____

As the Registered Student Organization advisor's dean or supervisor, I have read and understand the importance of the Registered Student Organization advisor, and I am supportive of the faculty/staff member's commitment to this position.

Dean/Supervisor: _____ Date: _____

Registered Student Organization Member Roster

Registered Student Organizations must have a minimum of five (5) members to obtain recognition. **Must be submitted to the Student Development office EACH Fall and Spring terms by October 1st and February 1st respectively, to access Student Development resources (funding, rooms, etc.)

Term _____ Year _____

Print Name	VID Number	Signature

OFFICE USE ONLY

Grade Verification Date: _____

Registered Student Organization Recognition Tier System

Registered Student Organization (RSO) Tier System

The three-tier recognition system has been created to assist and support student (social/special interest) groups (clubs and organizations) seeking to be recognized as an official Valencia College Registered Student Organization (RSO). The system will assist in facilitating the development of services, training, levels of risks, and financial support based on the needs and level of involvement of Registered Student Organizations (RSOs). The Student Organization Council (SOC) provides training, networking, and support to all Tiers. In addition to the support provided via SOC and the Student Development office, all RSOs are invited to participate in and may receive special recognition at the Annual Collegewide Student Development (CWSD) Awards Ceremony held in April.

****Please note all clubs/organizations must start in Tier 1***

Definition of Tier Levels

Tier 1 - A group of students with similar interests, seeking meeting space on campus, does not host events, and has minimal to no campus involvement.

Tier 2 - A group of students with similar interests, seeking meeting and event space, may need student activities funding, event planning, and advisement support.

Tier 3 - An active organization or group of students on campus, with high visibility on campus, interaction with the college's student body and faculty/staff. Organizations may desire funding for events, travel opportunities, etc. Members of national organizations, seeking travel are in this Tier.



	Requirements	Recognition	Funding & Benefits
<p>Tier 1</p> <p><i>All groups must start at this level</i></p>	<ul style="list-style-type: none"> Name Purpose 5 members (Enrolled in 1 class) Advisor Agreement Apply via Engage Must submit rosters by Oct 1st & Feb 1st 	<ul style="list-style-type: none"> No SGA Review Must be at Tier 1 for a minimum of one full semester to apply to move on to Tier 2 	<ul style="list-style-type: none"> Eligible to request non-recurring funding (\$200 or less) without submitting annual budget proposal - Contingency Funding Request required Student Organization Council (SOC) Meetings/Retreats (optional) Access to Room/Tabling Request Marketing Assistance/help SD Resources Annual CWSD Awards Ceremony
<p>Tier 2</p>	<ul style="list-style-type: none"> Name Purpose 5 members (Enrolled in 1 class) *may include Executive Board) Advisor Agreement Constitution Must have an updated Engage Page Must submit rosters by Oct 1st & Feb 1st Must participate in 1-2 on-campus events per term (Fall & Spring) Attendance at CW SOC meetings 	<ul style="list-style-type: none"> SGA Review Must be at Tier 2 for a minimum of one semester to apply to move on to Tier 3 Must maintain active status Fall to Spring Semester 	<ul style="list-style-type: none"> Eligible for initial club start-up fund (Fall \$500/Spring \$250) - Contingency Funding Request required Eligible to submit annual Budget Proposals (\$200 - \$2000) - no travel allowed Training & networking at SOC Meetings/Retreats (required) Access to Room/Tabling Request Marketing Assistance/help SD Resources Annual CWSD Awards Ceremony
<p>Tier 3</p>	<ul style="list-style-type: none"> Name Purpose 5 members + Executive Board + Growth (Enrolled in 1 class/Cert. degree-seeking) Advisor Agreement Constitution Must have an updated Engage Page Must submit rosters by Oct 1st & Feb 1st Must participate in at least 2 on-campus events per term (Fall & Spring) Attendance at CW SOC meetings Yearly Review** 	<ul style="list-style-type: none"> SGA Review Must maintain active status Fall to Spring Semester 	<ul style="list-style-type: none"> Eligible to submit Budget Proposals (\$500 - Review**) - travel may be requested Training & networking at SOC Meetings/Retreats (required) Access to Room/Tabling Request Marketing Assistance/help SD Resources Annual CWSD Awards Ceremony



SD Resources

- Work Space, if available
- Supplies & materials (paper, pens, markers, tape, etc)
- Marketing
 - Axis TV
 - Campus Displays
 - Tabling
 - Engage

**Yearly Review

Due at time of Budget Request in Spring

- Executive Board
- # of members
- Participation on campus
- Campus impact
- Performance report

If review not passed, return to Tier 2 or on probation per Campus SD leadership

Points of Reference

- There are no time limits on staying at a Tier level, as long as requirements are met
- Clubs & organizations at all levels are welcome & encouraged to participate in on-campus events and Student Organization Council (SOC)
- Performance Reports are based on goals set by the club being met
- Every club and organization should strive to achieve growth or at least sustain current membership level

