



Application to Become a Recognized Student Organization (RSO)

In order for a group of students to use university facilities, reserve rooms, equipment, or outdoor space; request funding; and/or post flyers on bulletin boards, they must form an organization and receive official university recognition. In order to receive recognition, the organization’s founding members should complete this application, which is reviewed by the Student Government Association.

You **MUST** complete everything on the Checklist below to verify you have done everything necessary for your organization to become recognized.

- _____ Read and understand the Official RSO Handbook:
<https://www.missouriwestern.edu/csi/wp-content/uploads/sites/406/2015/09/RSO-Handbook.pdf>. Any questions can be answered by the Center for Student Involvement located in Blum 207 or at 271-4150.
- _____ Recruit at least five (5) members and at least one (1) advisor
- _____ Attach a roster of additional members and/or advisor names
- _____ Attach two (2) copies of your requested RSO’s Constitution. An example constitution can be found at this link: <https://www.missouriwestern.edu/sga/wp-content/uploads/sites/295/2013/10/SampleConstitution.pdf>.
- _____ **Turn in your completed application and requested documents to the Student Government Office in Blum 217.**

Internal Use Only

Date SGA Received: _____	Name of Receiver: _____
SGA VP/Representative Review: _____	Name of Reviewer: _____
Approved by SGA: YES NO	Date Approved: _____
Date CSI Received from SGA: _____	Name of Receiver: _____
Room Reservation Created: YES NO	Date Created: _____

By completing and signing this application, you are officially requesting RSO status for a new or inactive group at MWSU. Your organization agrees to follow the rules and regulations laid out in the Official RSO Handbook. All information on this application is complete and correct to the best of your knowledge.

Are you requesting a new RSO or restarting a previous RSO? NEW RESTARTING

Organization Name _____

A minimum of five (5) students must join the proposed RSO in order to be considered for recognized status. Please list the five (5) below and, if needed, attach a separate list of additional members with the same information.

Print Name	Sign Name	G Number	Email or Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Your RSO's Executive Board:

President: _____ Vice President: _____

Treasurer: _____ Secretary: _____

Your RSO is required to have at least one (1) Faculty/Staff advisor. Please provide your advisor's information below. Add any additional advisors to the attached roster list.

Advisor Name: _____

Department: _____ Phone Number: _____

Turn Completed Application into the SGA Office, Blum 217. Each application is reviewed within 2 business days. Your application will go to the Student Governing Association Senate for a first and second reading, which takes two weeks. The RSO approval process typically is a 3 week process.

Read through the following types of organizations and select the one that fits your requested organization the best. You must select at least one (1).

___ **Academic and Departmental Student Organizations** are recognized student groups sponsored by the University's academic and non-academic departments.

___ **Athletic and Recreational Student Organizations** are recognized student groups that place an emphasis on sports, outdoor activities and other fun games.

___ **Faith-Based Organizations** are recognized student groups with an emphasis on religion or faith.

___ **Greek Life Organizations** include all recognized student groups that are affiliated with national Greek-letter organizations. Social Greek Fraternities and Sororities are affiliated with some Governmental Student Organizations and provide members with opportunities to experience brotherhood and sisterhood. There are three governing boards for Greek Life Organizations: Inter-Fraternity Council (IFC), Panhellenic Association (PHC), and National Pan-Hellenic Council (NPHC).

___ **Honor Societies** include all recognized student groups that exist to recognize the outstanding scholastic achievements of member students.

___ **Leadership Organizations** include all recognized student groups that's mission or foundation is specifically rooted in leadership.

___ **Multicultural Organizations** include all recognized student groups that focus on some element of this diverse world's many cultures. These organizations provide support for students, while also promoting a better understanding of a given cultural group.

___ **Performing Arts Groups** include all recognized student groups that are heavily involved in musical performance, acting, etc.

___ **Political and Advocacy Groups** include all recognized student groups designed to promote awareness or advocacy of a given political or social agenda.

___ **Service Organizations** include all recognized student groups that wish to engage in or promote community service or philanthropic activities.

___ **Social Interest Groups** include all recognized student groups that bring a group of students together to focus on a specific special interest. These groups promote social activities related to their particular themes.

___ **Student Governmental Organizations** include all recognized student groups that govern over groups of students or student organizations, such as the Residence Hall Association. Unlike the Governance Groups, Governmental Student Organizations play no role in University wide governance.

Registered Organization Advisor Agreement

Your requested Registered Student Organization (RSO) MUST have at least one (1) Faculty or Staff advisor. Each advisor will need to read and sign the following notice.

Notice

Advisors for recognized student organizations (RSOs) play important roles. Not only do they strive to make a positive contribution to the healthy development of an organization, but they offer constructive advice and aid of various kinds.

RSO Advisors can also help prevent, and even cure, undesirable situations that may arise throughout the course of the year. An RSO advisor should apprise the Center for Student Involvement (CSI) of situations that may need further attention from the University.

RSO advisors have many roles and expectations. Though the importance and level of responsibility for an advisor may vary from organization to organization, all advisors make an integral part of an organization.

All advisors should act in accordance with the policies of Missouri Western State University, especially those found in the Student Handbook, the Student Organization Handbook, and MWSU Policy Guide.

RSOs may have more than one advisor, but at least ONE advisor MUST be a member of the MWSU Faculty, Staff or Administration.

Advisors should have a basic interest in the activities of the RSO in which they are sponsoring, and should be able to contribute in meaningful ways. Advisors are expected to attend all events and programming associated with the RSO.

When securing an advisor for an RSO, a copy of this form, signed by the advisor, stating that he or she has read the roles and expectations outlined in the Student Organization Handbook should be submitted to the CSI. This form must be resubmitted on an annual basis

I have read and understand the roles and expectations and agree to service as the official faculty/staff RSO advisor for the requested RSO. I have read and understand the Official RSO Handbook that can be found at the following link: <https://www.missouriwestern.edu/csi/wp-content/uploads/sites/406/2015/09/RSO-Handbook.pdf> and I am aware of the policies therein.

Organization Name: _____

Advisor Name: _____ Email: _____

Title: _____ Phone: _____

Signature: _____ Date: _____