



Registered Student Organization

2019-2020

Enclosed in this Registered Student Organization packet you will find the following:

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○ (2) Advisor Agreement Forms for non-NPHC & campus organizations	
○ (4) Advisor Agreement Forms for NPHC Organizations	
• Grade Release Forms for Student Members.....	7
○ Include the exact amount of forms with original student signatures for all members to include the Executive Board	
** <i>ONLY ONE FORM INCLUDED IN PACKET. MAKE ADDITONAL COPIES</i> **	
• Student Organization Executive Board Contact Sheet.....	8
• Organization Social Media Outlets.....	9
○ **ORGANIZATIONAL GMAIL EMAIL ADDRESS MUST BE INCLUDED**	
• Complete Active Membership List and Contact Sheet.....	10
○ **BE SURE TO PROVIDE THE DOCUMENTED 250 COMMUNITY SERVICE HOURS (notify Monica Clarke ahead of time to receive these documented hours) **	
• Organizational Information Sheet.....	11
• Organization Fact Sheet.....	12
○ **Organization history and events, services, and/or awards the organization has done/received**	
• Tentative Schedule of Events for 2019-2020 (Calendar).....	13
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• Copy of Organization Constitution and Bylaws	
○ <i>Include and attach at time of submission of the RSO 2019-2020 packet</i>	

The items in this packet are due by the required date by 5:00 p.m. There will be no exceptions. If the packet is not turned in on time your organization will not be able to be an active organization this semester.

******Registered Student Organization Packets MUST be TYPED******

****Signatures MUST include ORIGINAL ink. No copies, no emails, no fax, etc. ****

After Packet is turned in and approved organization MUST participate in RSO fair during Welcome Week.

********If a NEW ORGANIZATION, refer to PAGE 2.********



NEW Registered Student Organization Registration Process

Registered Student Organization Packet Revised 2019

- *List of 10 registered AAMU students who are interested in joining the organization (each student must have at least a cumulative 3.0 GPA, please include their A#)
- *Documented 250 hours of community service (performed as a group)
- *Constitution and Bylaws of the organization
- *Organization hierarchy (president, vice president, etc.)
- *2 AAMU faculty and or staff advisors
- *Proposed calendar of events for the upcoming school year
- *Receive approval from the Director of the Office of Student Activities and Leadership Development

ALL Packets should be returned to Mr. Edwards in Office 109 or The Registered Student Organization Senators, both located in the Ralph Lee Student Center by the determined and established date and time



Alabama A & M University Office of Student Activities and Leadership Development

Advisor Agreement Letter

As an advisor to a student organization, I agree to specific duties of an advisor as specified by the University that includes providing administrative and technical assistance to students as well as attending all meetings and activities of the organization. I agree to share relevant information with the students regarding university policies and procedures. I agree to approve all reasonable requests for services and usage of university facilities. I agree to provide general advice to students as deemed necessary and appropriate. I agree to guide the students in the use of Robert’s Rule of Order in conducting business of the organization.

I also agree to take an active part in formulating the goals of the organization. I will inform the group of infractions of their bylaws, codes, standing rules, and constitution. I agree to the four broad advisor functions:

1. To help with the growth and leadership development of the student.
2. To add to the membership of the organization as members graduate.
3. To serve as a liaison between the University and the organization.
4. To assist in the area of program content and purpose.

As an advisor, I understand that all incidents that occur affect the organization. If an advisor elects to regulate and control activities, he/she must be willing to accept the duties that accompany that control. Advisors are responsible for the actions of the organization members and its sponsorship of events while in attendance at an event on campus or through the registration of off-campus events. Potentially the organization’s officers, individual members, advisors and any other organization the group may be affiliated with, such as local or national may be liable. The organization must adhere to policies of the Office of Student Activities & Leadership Development, Student Government Association, and Alabama A&M University.

I agree to serve as the Advisor to the respective organization for the 2019-2020 academic school year.

I, *(Please Print)* _____ have read and understand the above duties and expectations as an Advisor for _____.
(Name of Organization)

_____@aamu.edu
University Email

(____) _____ - _____
Contact Number

Advisor Signature

____/____/_____
Date



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(Name of Organization)

University Email @aamu.edu

(____) ____ - ____
Contact Number

Advisor Signature

____ / ____ / ____
Date



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(Name of Organization)

University Email @aamu.edu

() -
Contact Number

Advisor Signature

/ /
Date



STUDENT GRADE RELEASE FORM

This is to certify that I, _____ [A _____]
(Name) (Banner ID #)

give permission to The Office of Registrar at Alabama A&M University, to release my academic information to the Office of Student Activities & Leadership Development, for the purpose of grade verification for a Registered Student Organization Executive Board Position.

_____/_____/_____
Student Signature Date

Include the exact amount of forms with original student signatures for all members to include the Executive Board

*****University Officials Only*****

The Office of Registrar

The student listed above is (1) currently enrolled as a full-time student, (2) was enrolled in the immediate previous semester as a full-time student.

Intuitional Hours Transfer Hours Cumulative GPA

_____/_____/_____
Registrar Office Date
Representative Signature



Student Organization Executive Board Contact Sheet

Name of Organization: _____

Executive Board Contact Information:

*Please include your organization's Misses & Mister information.
Add additional page(s) as needed.*

Title/Position	Full Name	Bulldog Email	Student ID (A#)	Cell Phone #

Advisor Contact (Office and Cell) Information:

NAME /EMAIL /TITLE/Contact #

NAME	EMAIL	TITLE	CONTACT #

****Please note: NPHC organizations must have 4 advisors (2 on campus & 2 other)****



Organization Social Media Outlets

Name of Organization: _____

SOCIAL MEDIA USERNAME

INSTAGRAM

SNAPCHAT

TWITTER

FACEBOOK

GMAIL



Complete Active Membership List and Contact Sheet
(Please attach additional members on a separate sheet if there is not enough room):

Name of Organization: _____

NAME BULLDOG EMAIL A# CELL PHONE

Full Name	Bulldog Email	Student ID (A#)	Cell Phone #

**Number of community service hours
 performed by the organization in 2018-2019:
*(Please attach supporting documents and documentation)***



ORGANIZATIONAL INFORMATION SHEET

Name of Organization: _____

Are there dues associated with membership in the organization? If so, how much are they? \$ _____

(Please indicate frequently of payment. i.e. per semester, year, month, etc.)

When and how often are meetings held?

Is your organization familiar with, trained, and abide by the parliamentary procedures of Robert's Rules of Order?

YES **NO**
[please circle one]

Please provide inclusive revenue expenses.



ORGANIZATION FACT SHEET

Name of Organization: _____
(please type information within the box or provide and attachment)



Tentative Schedule of Events for 2019-2020

Name of Organization: _____

Provide the (1) Name of Event; (2) Date & Time of Event; (4) Event Location with the appropriate box labeled by month.

(Please add more boxes as needed)

<u>August:</u>
<u>September:</u>
<u>October:</u>
<u>November:</u>
<u>December:</u>
<u>January:</u>
<u>February:</u>
<u>March:</u>



REGISTERED STUDENT ORGANIZATIONS CHECKLIST

- RSO Packet Checklist
- Advisor Agreement Forms
 - (2) Advisor Agreement Forms for non-NPHC & campus organizations
 - (4) Advisor Agreement Forms for NPHC organizations
- Grade Release Forms for Executive Board Members (6)
- Contact Sheet
- Active Member Sheet
- Information Sheet
- ORGANIZATIONAL GMAIL
- Fact Sheet
- Proposed Calendar of Events
- Documented 250 Community Service Hours
- Copy of Organization Constitution and Bylaws