

Registered Student Organization

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

1. (3) Student Activity Forms
2. Registered Student Organization Packet Checklist (The Office of Student Activities will fill out this form)
3. Advisor Agreement
4. (6) Grade Release Forms for Executive Board Members
5. Contact Sheet
6. Active Member Sheet
7. Information Sheet

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.

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 effect 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 2018-2019 academic school year.

I, (Please Print) _____ have read and understand the above duties and expectations as an Advisor

University Email

Working Number

Advisor Signature

Date

Grade Release Form

This is to certify that I, _____, _____
(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

*****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

Register

Date

Alabama A & M University

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Student Organization Registration Process

If you were a registered student organization during the 2017-2018 academic year, the registration process for the 2017-2018 academic year has 3 steps:

Step 1: Please identify 2 advisors for your organization. Note: NPHC organizations must identify 4 advisors—please see RSO Handbook

Step 2: Please complete the form below and return to Mr. Edwards, Program Coordinator for Student Activities and Leadership Development in the Ralph Lee Student Center – Room 109

Step 3: Participate in the Registered Student Organization Fair. You will **NOT** be considered a Registered Student Organization and will **NOT** be permitted to implement programs until **ALL 3** of these steps are completed.

If you would like to start an organization, please submit the following materials for review and approval by the Office of Student Activities and Leadership Development:

- 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

Student Organization Registration Form

Name of Organization:

Executive Board Contact Information:

Please include your organization's Misses & Mister information. Add more boxes as needed.

TITLE	NAME	BULLDOG EMAIL	A#	CELL PHONE

Advisor Contact Information:

NAME	EMAIL	TITLE

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

Organization Social Media Outlets

SOCIAL MEDIA	USERNAME
INSTAGRAM	
SNAPCHAT	
TWITTER	
FACEBOOK	

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

NAME	BULLDOG EMAIL	A#	CELL PHONE

Number of community service hours performed by the organization in 2017-18: (Please attach supporting documents)

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

When and how often are meetings held?

Is your organization familiar with Robert's Rules of Order?

Please provide inclusive revenue expenses.

Tentative Schedule of Events for 2018-19
Please add more boxes as needed.

August

Name of Event	Date	Time	Location

September

October

November

December

January

February

March

April
