Miami Dade College
Kendall Campus

Fall 2017

Returning Organizations
September 15, 2017
New Organization Formation must be completed by
October 6th, 2017

Registered Student Organization Requirements

In order to be considered for any level of funding or other support from the office of Student Life, student organizations must be <u>Registered</u> and considered in <u>Good Standing</u>. To become and maintain Registered Student Organization status, organizations must meet all the requirements below.

<u>Travel:</u>
Travel Procedures have been streamlined college wide to the best of our abilities. Due to the restrictions with PeopleSoft we will be holding to an 8 week initiative review deadline, and a 5 week completed package deadline.

Please note a COMPLETED packet includes signatures from Traveler, Traveler Supervisor, Academic Dean if applicable, Student Life Director, Student Services Dean, and College President

Advisors will be responsible for submitting all invoices for payment and for Cash Advance and Expense Report submissions. We are working on putting together a Mandatory Training for all parties who wish to travel in the upcoming year.

<u>Funding:</u>
Please note that travel funding is granted on a prioritized first come basis. A Travel Committee reviews all requests to travel and may request an in person presentation from the group. The department of Student Life and/or Travel Committee reserve the right to deny any funding request including travel requests by organizations who have not met the set Student Life requirements to maintain good standing. ***RSOs are required to raise a percentage of the travel cost through Fund Raising or other sources.***

Requirements for Student Organizations
- **Organization must have a minimum of 5 members who are each taking a minimum of 6 credits at the Kendall campus and must have at least a 2.0 GPA.**
- **All active and involved members must be enrolled at Miami Dade College, Kendall Campus.**
- **Advisors must be full-time faculty or staff members of MDC Kendall Campus.**

RSO Fall 17 Requirements
- **All organizations must have a Constitution and must utilize the <u>Student Life Constitution Template</u>**
- **<u>SharkNet:</u> SharkNet must be up to date with**
  - Current Members including Advisor; Constitution; Meetings and Events
- **<u>General Assembly Meetings:</u>**
  At least one member of each organization must attend every General Assembly Meeting (see dates listed below for Fall). If a member cannot attend the required meetings, an appointment must be made within one week with a member of the Student Life Team.
  Meetings are held Mondays at 12:00 pm.
  - September 18, 2017   K413
  - October 9, 2017   Student Life Room 100
  - October 23, 2017   R402
  - November 20, 2017   K413

- **<u>Service Hours:</u>**
  20 hours of community service per organization must be registered with ICED each semester. This can be completed online through <u>http://www.mdc.edu/main/iced/students/</u>
  This same hours must also be logged on SharkNet
  *Please note that rehearsals do NOT count as service hours, performances and demonstrations <u>may</u> count. *
- **<u>Spooky Night:</u>**
  Student Organizations will be required to participate in Spooky Night the evening of Friday October 27, 2017
- **<u>Leadership Development:</u>**
  At least one member of each organization must attend a Student Life Leadership Development session. These sessions must be signed off on by a Student Life staff member utilizing the sheet at the back of this packet.
  - Monday, September 25, 2017 12:00 pm in K413
  - Wednesday, October 18, 2017 12:00 pm in R402
  - Wednesday, November 15, 2017 12:00 pm in K413

Funding:

Existing active organizations in good standing may receive up to $400.00 per academic year and newly formed organizations may receive up to $200.00 per academic year. In order to utilize these funds a Student Life Fund Request form in **advance** of the purchase. After approval Advisors may make the purchase and submit a detailed receipt to the Director of Student Life. If approvals have not been granted in advance of purchase, reimbursements will not be issued.

Advisor Name_____   Advisor Signature _____

Additional Funding:

Additional funding can be requested for Registered Student Organizations who go above and beyond for their campus and surrounding community. These requests can be made through Student Government Association by completing the Student Government Allocations Form available on the Student Government SharkNet

Acknowledgement of Requirements

By signing this document you are acknowledging that you have

(President Initials)_____Uploaded your Constitution utilizing the Constitution Template

(President Initials)_____Updated SharkNet with your current information and roster
*this includes your Advisor being listed on SharkNet

(President Initials)_____Agree to meet the General Assembly requirement

(President Initials)_____Agree to participate in Spooky Night on Friday, October 27, 2017

(President Initials)_____Agree to meet the 20 hour Service Hour requirement

(President Initials)_____ Agree to meet the Leadership Development requirement

Any violation of the terms listed above or violation of Miami Dade College policies may result in your club being deactivated. If deactivated, you will lose any reservations that were scheduled for the remainder of the semester, including meeting rooms, table/chair reservations, event room registrations, travel registration, etc.

President Name_____   President MD ID Number_____

President Email _____   Phone Number_____

President Signature _____

Advisor Name_____   Advisor Signature _____

Advisor Email _____   Phone Number_____