This form is intended to serve as an application for new organizations and an update form for continuing organizations. You can apply to be an RSO at any time, however to be considered for funding for the quarter in which you apply, you must turn in this application by the 4th Friday of every quarter. Please fill this out as completely as possible. If there are questions you cannot answer, make a note of it or reach out to Nerissa.

Name of Organization:

Name and Email of Primary Contact Person(s):

Up to 3 Members Involved with Organization (include names and emails):

Financial Liaison (Name and Email):

Communications Liaison (Name and Email):

Student Org Representative (Name and Email):

Faculty/Staff Advisor’s Name and Email:

Mission/Purpose of Organization:

Organizational goals for the school year:
Description Roles within Registered Student Organizations:

**Financial Liaison**
This student’s primary role will account for all financial aspects of the RSO. They will be responsible for:
- Managing the RSO budget
- Communicating with DOS liaison to make sure both parties are in agreement of RSO funds
- Collecting all receipts and invoices and sending those to DOS liaison for reimbursement
  - Note: Even if a student who is not the F.L. is in need of reimbursement, the F.L. is still responsible for making sure the DOS Liaison receives those receipts
- Communicating with offices if receiving outside funds and making sure DOS liaison has fund transfer documents
- Sending funding requests and/or funding amendments to SGA

**Communications Liaison**
This student’s primary role will be to have a pulse on the RSO and be able to answer questions about the RSO. They will be responsible for:
- Setting up quarterly meetings with DOS liaison
- Communicating with DOS liaison about any potential or current conflict
- Communicating with Kristen if any conflict with the DOS liaison should arise
- Sending DOS digest requests
- Making room reservations in MySSA

**Student Org Representative**
This student’s primary role is to “show up.” They will be responsible for:
- Attending general board meetings if no other student can attend.
- Representing the RSO at student org fairs
- Representing the RSO at meetings with SSA administration and/or alumni
- Able to talk about the mission and values of the RSO with SSA and outside SSA community

Q. Can there be more than one of each of these roles?
A. Yes, except for the Financial Liaison. We understand the demands of being an SSA student and there may need to be an additional person. However, there should be one main person identified. If for any reason the main person leaves the organization or can no longer perform the duties of the position, the DOS liaison is to be notified of which members will be performing those duties.

Q. Can the same student occupy more than 1 role?
A. The preference is no as each of these roles are distinct and created to ensure the ease and organizations of SSA RSOs. However, we understand that students may leave SSA RSOs, and that it can be hard to garner membership when starting a new one. We ask that if the same student is occupying more than 1 role, as soon as another student can take over that role, they do so and the SSA RSO Application is updated to reflect the change.

**Thank you! Your application will be reviewed by the Office of the Dean of Students and SGA and you will receive confirmation as soon as possible.**