

University of North Alabama

Student Organization Registration

All student organizations must register with the UNA Office of Student Life in order to function on campus and enjoy campus privileges. To register, an organization must have at least ten (10) regularly enrolled UNA student members, as well as an active campus advisor who is a full-time UNA faculty/staff member. Organizations are expected to follow the policies and procedures as outlined in the *Student Handbook* and the *RSO Handbook* issued each academic year. Registration must be renewed each semester by submitting the RSO Update Form by deadline dates posted by Student Life, and by attending the mandatory RSO Presidents Meeting each Fall and Spring semesters.

Name of Organization (spell out all words – no abbreviations)	
Organization Name Abbreviation or Nickname (if applicable)	
Name/Phone Number of Person Preparing this Form	

This registration is for a (circle one): New Organization Currently Inactive Organization

Desired Organization Classification (CHECK ONE):

- | | | |
|----------------------------------------------------------------------|----------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Club Sport | <input type="checkbox"/> Honor Society | <input type="checkbox"/> Special Interest |
| <input type="checkbox"/> Residence Hall Council | <input type="checkbox"/> Multicultural | <input type="checkbox"/> Fraternity/Sorority |
| <input type="checkbox"/> Political | <input type="checkbox"/> Faith-Based | |
| <input type="checkbox"/> Academic Program Affiliated (specify) _____ | <input type="checkbox"/> Service | |

Purpose or Mission Statement of the Organization (to appear in University publications):

Meetings, Activities, and Programming (if information is available)

Anticipated Meeting Day	
Anticipated Meeting Time	
Anticipated Meeting Place (remember to handle all campus room reservations through University Events in GUC 202)	
Does your organization plan to participate in/host events where alcohol is consumed (including conference travel)? (If yes, RSO Risk Management Education is Required.)	
Does your organization plan to have a minimum GPA requirement for involvement and/or to hold office? (If so, please list the requirement.)	

For Office Use Only

Date Received: _____ Confirmation Letter Sent: _____ Constitution: _____ Charter: _____

Organization's Leader Information (If officers have not yet been selected, name interim officers on this form and provide new information to Student Life when positions are filled. All RSO leaders must have a minimum 2.0 GPA to hold office.)

Title	Name	UNA Mailbox	Local Phone	E-mail
President				
Vice President				
Secretary				
Treasurer				
Public Relations (if applicable)				
Campus Advisor (faculty/staff member)				
Second Advisor (if applicable)				

(Inter)National Affiliation. If your organization is affiliated or planning to affiliate with a(n) (inter)national organization, please provide contact information below.

Organization Name: _____

Organization Headquarters Address: _____

HQ Contact Person/Phone Number/E-mail: _____

Required Signatures

By signing this form, I attest that the information included is accurate as of the date of submission, and that all officers listed meet the criteria for holding office as listed in the current *RSO Handbook*.

Title	Printed Name	Signature
President		
Campus Advisor		
SRC Director (Club Sport) or College Dean (Academic)		

Remember to submit the following:

- **This form!**
- **A list of ten (10) students including their phone numbers, UNA mailbox numbers, and student I.D. numbers.**
- **A constitution.**
- **A list of proposed activities the group plans to implement.**