**REGISTERED STUDENT ORGANIZATION (RSO)**

**Student Activity Fee Request Addendum Checklist– Requests over $2,500**

**ATTACH THIS CHECKLIST TO ALL SUBMITTED ADDENDUMS**

*Note: Some required documentation may satisfy more than 1 category.*

* Sign-In sheets from:
	+ All regularly scheduled meetings.
		- (Outcome #1 – Communication. Officers have attended 80% of meetings)
		- (Outcome #5 – Record Keeping. Records are kept for at least 80% of meetings)
	+ Speaker or Town-Hall event related to Critical Thinking. *Note: Advertisements2 will also suffice instead of sign-in sheets.* (Outcome #4 – Critical Thinking)
	+ 5 Member development events1 *Note: Advertisements2 will also suffice instead of sign-in sheets.* (Outcome #9 – Member Development)
* Roster of leadership team and their prescribed titles and duties. (Outcome #6 - Teamwork)
* Advertising/Marketing Materials2 for:
	+ General Meetings. ONE required. (Outcome #1 – Communication)
	+ 2 Community Service3 Initiatives. ONE required for each initiative. (Outcome #2 - Community Involvement)
	+ Elections. ONE required. (Outcome #3 – Leadership)
	+ Deliberative dialogue/Q&A Session/Guest Speaker/Fundraiser related to Critical Thinking. ONE required. (Outcome #4 – Critical Thinking)
	+ RSO Partnership. ONE required. (Outcome #6 – Teamwork)
	+ Member recruitment. THREE required. (Outcome #7 - Recruitment)
	+ 2 Campus Events. ONE Required for each. (Outcome #8 - Campus Event Planning)
	+ 5 Member development events1.ONE required for each initiative. *Note: Sign-in sheets will also suffice instead of ads.* (Outcome #9 – Member Development)
* Fundraiser approval for global problem solving. *Note: sign-in sheets or ads for a critical thinking event will suffice.* (Outcome #4 – Critical Thinking)
* Assessment or Survey Data:
	+ Demonstrating student development with critical thinking issues. ONE required. (Outcome #4 – Critical Thinking)
	+ Demonstrating student development at a member development1 event. ONE required. (Outcome #9 – Member Development)
* R25 requests or TMAs for TWO RSO-sponsored events. (Outcome #8 - Campus Event Planning)

The following records will be verified by Student Life with internal records:

* The RSO attended at least ONE SGA General Assembly each fall and spring semester. (Outcome #1)
* The Student Life Conference was attended. (Outcome #6)
* All 6 mandatory Student Life events were attended. (Outcome #7)

**\*\*For Office of Student Life Use Only\*\***

RSO Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum submitted by (RSO Representative Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum received by (OSL Staff Member Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time/Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Materials review completed by (OSL Staff Member Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date review Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All SLOs met?

* Yes
* No. If no, which ones were not met? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Status

* Approved
* Denied Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes**

***1Member Development Opportunities*** *may include: Annual Student Leadership Retreat, Workshops hosted by the Office of Student Life, Annual Student Life Conference, presentations to administration or faculty, member access to scholarship and/or internship database, writing workshops, personal branding workshops, and RSO hosted workshops geared toward leadership development.*

***2Advertising/Marketing Mediums*** *can be a printed flyer, social media post, campus email, listing in “The Happenings,” advertisement in school planner or employee calendar, website listing, newspaper press release, or TV monitors on campus.*

***3Community Services Options*** *must fall into one of the following categories: donation drive, fundraiser for registered 501c3 non-profit organization, volunteering at a state agency, private school or assisted living community, or social services agency, or community clean up.*