

RSO Student Life Fund Earnings Tracking Sheet - North Harris

This sheet may be used to track what your RSO has completed. It is not to be turned in to Student Life.

RSOs can earn up to \$1,200 each academic year. Funds earned must be spent by May 15.

RSO has at least 8 active student members

Yes

No (if no, the RSO does not qualify for Student Life funds)

Base Funds - \$200 (Due by 9/30. After due date, reduces to \$100. Required before any other funds can be earned.)

Submit RSO Annual Registration Form

Date Completed: _____ By: _____

Submit RSO President Agreement Form

Date Completed: _____ By: _____

Submit RSO Advisor Agreement Form

Date Completed: _____ By: _____

Risk Management Training - \$100 (Due by 10/31. After due date, reduces to \$50 and Fund 14- account frozen until complete.)

RSO Advisor Training

Date Completed: _____ By: _____

RSO Leader Training (Pres, VP, Sec, Treas)

Date Completed: _____ By: _____

RSO Member Briefing (at RSO meeting)

Date Completed: _____ By: _____

Risk Management Completion Verification Form

Date Completed: _____ By: _____

RSO Roster Form - \$200 (\$100/semester) (Due by 11/15 for fall and 3/15 for spring. After due date, reduces to \$50.)

RSO Fall Roster

Date Completed: _____ By: _____

RSO Spring Roster

Date Completed: _____ By: _____

Involvement Fair - \$200 (\$50/day/semester) (Must submit Involvement Fair Registration Form at least 2 business days in advance.)

Fall Involvement Fair (RSOs from centers, see box below)

Date Completed: _____ By: _____

Spring Involvement Fair (RSOs from centers, see box below)

Date Completed: _____ By: _____

SGA Meetings - \$400 (\$50/meeting) (Must be present at roll call in and roll call out.)

September Attended By: _____

February Attended By: _____

October Attended By: _____

March Attended By: _____

November Attended By: _____

April Attended By: _____

December Attended By: _____

May Attended By: _____

Community Service Project - \$100 (Service project must be completed before March 31. Funds will be reduced by half if forms are late, and may be denied. Absolutely no after-the-fact community service projects will be approved for funding.)

RSO Event Registration (at least 10 business days in advance)

Date Completed: _____ By: _____

Community Service Project

Date Completed: _____

RSO Event Evaluation (within 10 business days of project completion)

Date Completed: _____ By: _____

This Section is for RSOs located at LSC-North Harris centers and other sites

(Greenspoint Center, Victory Center, CHI School of Cosmetology, HPB)

Victory & Greenspoint Centers - Since there is only 1 day of Involvement Fair at these locations, RSOs based out of these sites can earn \$50 for the one day of Involvement Fair (must submit Involvement Fair Registration), plus an additional \$50 by assisting with a Student Life event. To be counted for assisting with the Student Life event, the RSO must submit an RSO Event Registration Form at Least 10 business days in advance. Student Life will only approve for events where additional personnel are needed. At least 3 RSO members must be present for the duration of the event to be counted.

CHI & HPB - No Involvement Fair is scheduled for either location. RSOs based out of these sites may participate in Involvement Fair at the North Harris location, or they may host a 1-day recruitment event at their respective site. They may make up the other \$50 by assisting with a Student Life event. To be counted for funding, the RSO must submit an RSO Event Registration Form at least 10 business days in advance. Student Life will only approve those events where additional personnel are needed. At least 3 RSO members must be present for the duration of the event to be counted.

General Information About RSO Funding & Accounts:

- To receive any funds, RSOs must have 8 active student members. Students must be from LSC-North Harris.
- To make this funding model possible, RSOs are required to complete an RSO Event Registration form at least 10 business days prior to each RSO-sponsored event, and an RSO Event Evaluation Form within 10 business days of completing each event.
- Each recognized RSO will be set up with a Fund 14- budget, with accounts for contracted services (7121), student travel/ retreats (7201), supplies (7301), copying & printing (7401), and promotional items (7420). A few RSOs that pay membership dues will also be set up with an account for dues & fees (7601). Fund 14- accounts do NOT roll over from fiscal year to fiscal year. Funds must be spent by May 15, unless the RSO has requested that funds remain in the account for summer expenditures. The overall total of accounts for each organization must remain above \$0.
- To request funds for summer spending, the RSO Expenditure Deadline Extension Request form must be submitted by May 1. Requesting an extension does not guarantee approval. Student Life will track completion of requirements for RSO earnings, and will transfer funds to RSO Fund 14- account in the supply line (7301).
- Each RSO will maintain a Fund 50- account, which rolls over from year to year. Fund 50- accounts are for deposits of money from fundraisers, dues, donations, etc. Expenditures from 50- accounts fall under the same processes and procedures as those from Fund 14- accounts. RSOs are encouraged to maintain funds in their Fund 50- accounts for summer and early fall expenses, when Student Life funds are not available.

Notes About Each Portion of the Funding Model:

- **Base Funds** - RSOs must register their organizations annually. Annual registration opens on August 1, and the deadline is September 30. In addition to registering, the President (or equivalent) and Advisor(s) from the organization must each submit the RSO President/Advisor Agreement Form. The deadline for these forms is September 30. Failure to meet the deadline reduces the amount earned by half.
- **Risk Management Training** - There are 3 steps to completing the Risk Management Training: Advisor training, Leader (officer) training, and Member briefing. All RSO advisors must complete the training annually. For leaders, we require 4 officers to complete the training annually at the RSO Information & Risk Management Workshop. Officers must include the President, VP, Secretary, and Treasurer. If an RSO does not have these positions, the positions most closely related to these, or positions where risk management training is most logical, would be substituted. If an RSO has fewer than 4 officers, the other spots can be filled by active RSO members. After advisors and leaders have been trained, they must share the information with members at the next regular RSO meeting. Once all 3 steps are completed, an officer or advisor must submit the Risk Management Completion Verification Form. Risk management training and submission of the form must be completed by October 31, or the amount awarded is reduced by half and the RSO's Fund 14- account will be frozen until completed.
- **RSO Roster Form** - The deadline for the Fall RSO Roster is November 15 and the deadline for the Spring RSO Roster is March 15. Failure to meet the deadline will reduce the amount earned by half. RSO Roster forms require student names and LSC student ID numbers. Rosters missing student ID numbers will have funds reduced.
- **Involvement Fair** - To participate in the Involvement Fair, an officer or advisor from the RSO must submit the Involvement Fair Registration Form at least 2 business days before the first day of Involvement Fair. At North Harris, there are 2 days of Involvement Fair in both the fall and spring semesters. There is only one day of Involvement Fair in the fall and spring semesters at the Victory and Greenspoint Centers.
- **SGA Meetings** - RSOs can earn \$50 for attending SGA each SGA meeting. To be counted present, a representative must be present at roll call in and roll call out. The representative must be a STUDENT member of the RSO they are representing, but does not need to be an officer. A student may represent up to 2 RSOs at a meeting, but can only carry one vote. Representatives should share any relevant notifications from the RSO with SGA members, and should take relevant information from the meeting back to their respective RSOs to share. Off-site RSO's (Greenspoint, Victory, HPB, CHI) may attend SGA meetings in person or through remote means.
- **Community Service Project** - There will only be one community service project each fiscal year eligible for earning funds from Student Life. Community service projects must be registered at least 10 business days in advance using the Event Registration Form, and be approved to meet community service requirement. If the Event Registration is not received by the deadline, the RSO only qualifies for half of the funding. After-the-fact events will not be counted for funding. The event will only get half funding if the RSO Event Evaluation Form is not submitted within 10 business days after the event.

Questions about RSO funding can be directed to Student Life personnel in SC 202 or nhstudentlife@lonestar.edu.