**Important Dates & Info for RSOs – FALL 2021**

**August 15-October 15 Fall Registration Period**

* Forms open August 15 through October 15.
* RSOs must register each academic year
* The annual registration consists of 3 parts:
	+ [RSO Annual Registration Form](https://app.smartsheet.com/b/form/85737b63ddf34b809ca98dff57088f72) - Form completed after officers are elected, as officer names and emails will be required on the form. An RSO that goes more than 7 days without a designated officer will cease to be recognized.
	+ [RSO Advisor Agreement Form](https://app.smartsheet.com/b/form/c29d04cfc6a4467aa896bde8e29faa4a) – Form to be completed by each RSO advisor. Advisors are not listed on the Student Life website or considered to be advisors unless this form is submitted.
	+ [RSO Officer Agreement Form](https://lonestarcollege-cfsl.formstack.com/forms/rso_advisor_agreement_copy) – This form must be completed by all students who will act as an officer in the RSO. If officers are starting their role after the deadline for registration, they can still access and submit the form but should do so immediately. This form initiates enrollment into the D2L Risk Management Training module. *Student leaders are not listed on the RSO website.*
* RSOs are not officially “active” until forms are completed/submitted.
* If deadline is missed, funds will be cut by 50% and RSO must wait until Spring Registration Period.
* RSOs that register in the fall do NOT need to re-submit in spring.
* If any changes of information occur throughout the year, need to re-submit form or email changes to margit.beasley@lonestar.edu
* You will NOT attach your RSO constitution with your annual registration. Any time you have amendments, the amended constitution must be submitted to Dan Mitsven, Director of Student Life for approval. Amended constitutions are not enacted until this approval occurs.

**September 8 Involvement Fair – Fall**

 11:00am – 1:00pm (LRNC & CENT bridge)

**September 9 Virtual Involvement Fair – Fall**

 6:00pm- 7:00pm – Password: clubs

<https://lonestar.webex.com/lonestar/j.php?MTID=mde1f1096fc10e05fb5b84233e73c8fc9>

**September 16 SGA General Assembly**

 Via WebEx @ 3:30pm - 5pm

Failure to participate in Club Council meetings results in $50 deduction from Fund 14 account for each missed meeting.

**October 7 RSO Leaders Forum/Check-In** (for advisors and officers)

 Via Webex @ 11:30 am

 Not mandatory, but we’d love to see you there!

**October 15 RSO Membership Rosters Due**

 [RSO Membership Roster Form](https://app.smartsheet.com/b/form/5ff843b9e3444299af3b54a9c6ab6c45) open September 15-October 15.

 Required information: Each member’s name and LSC student ID number.

 Form will require attachment of an Excel file, using the format shown on form.

RSOs with fewer than 2 members for more than 7 days will cease to be recognized. This means that if no roster is submitted, then 7 days later, the club ceases to exist until it is received.

 **Don’t forget that RSO Annual Registration is due today as well!**

**October 21 SGA General Assembly**

 Via Webex @ 3:30pm <https://bit.ly/sgacyfair>

**October 31 RSO Risk Management Training Compliance Form Due**

 Training Required by the State of Texas and LSC Policy.

 Requirements:

* Advisor Training
* Officer Training (President, VP, Secretary, Treasurer – or similar)
* Member Briefing
* [RSO Risk Management Training Compliance Form](https://app.smartsheet.com/b/form/751d2761d66f45e9ad804f0cfd9ef105)

If not completed by the deadline, Fund 14- accounts frozen until completed.

**November 18 SGA General Assembly**

 Via Webex @ 3:30pm <https://bit.ly/sgacyfair>