REGISTERED STUDENT ORGANIZATION (RSO) APPLICATION
This form is good for one academic year. Organizations must submit a renewal application annually.
All pages are due at time of submission, no exceptions.

New Application for academic year

Renewal Application for academic year

Official Organization Name:

Official MSSU Organization S#:

Organization Purpose:

Nature of Activities:

Requirements for membership:

National Affiliation:

Annual Organization Budget (estimate):

Dues and Fees:

Other Funding Sources:

Twitter Handle:

Facebook Link:

Other:

Advisor’s Name & Title/Department*:

Advisor Email Address:

Advisor Phone Number:  Office Number:

Regular Meeting Day, Time, & Location:

Purpose of Organization:

*ALL ORGANIZATIONS ARE REQUIRED TO HAVE A FULL-TIME FACULTY OR STAFF ADVISOR
MISSOURI SOUTHERN STATE UNIVERSITY’S
ANNUAL RECOGNITION FOR STUDENT ORGANIZATIONS
ADVISOR’S AGREEMENT

Expectations of the Advisor:
1. Be fully aware of the purpose and activities of the group through regular attendance at group meetings and individual consultation with the organization leaders.
2. The advisor is not formally deemed to be personally responsible for acts of the organization by reason of his/her service as an advisor, but at the same time, service as an advisor includes the assumption of responsibilities to the University to provide advice and guidance in accordance with University policies and to provide the organization mature advice that will further the general welfare of its members.
3. Act as a reference for general information regarding Missouri Southern State University policies and procedures.
4. Provide information relevant to the group’s needs, interests, activities and organization.
5. Assist in the financial matters of the group.
6. Act as a reference person in terms of the organization’s history.
7. Provide advice and guidance in the planning and implementation of the organization’s activities.
8. Ensure that the group files all required papers each fall term to the Student Activities Office (Constitution, Member List, By-Laws, etc).
9. Encourage student and organization participation in the Campus Activities Board and other University events.

An advisor of a recognized student organization at Missouri Southern State University is an individual who assumes responsibility to provide advice and guidance to the organization in accordance with University policies and in consideration of the general welfare of the organization’s members. The advisor plays a key role in assisting an organization in setting its goals, evaluating its operations and procedures and provides continuity to the group. According to the expectations of Missouri Southern State University, as stated below,

I ___________________________  agree to serve as the University advisor of __________________________________________________________.

(Advisor’s Printed Name)

Organization Name

Department: ____________________________  Phone: ____________________________

Campus Address (Room number and building):________________________________________

E-mail Address: ________________________________________________________________
In signing and submitting this application, the leadership of said organization warrants that:

a. The organization’s purpose and activities are lawful and consistent with university objectives.
b. Membership is open to all regardless of race, creed, color or national origin and does not illegally discriminate in membership on the basis of sex.
c. The organization will comply with the university’s policy in hazing practices.
d. The organization is made subject to all policies and regulations governing student organizations as established by Missouri Southern State University.
e. The financial affairs of the organization will be conducted in accordance with sound business procedures and appropriate university requirements.
f. The organization will recruit and actively work with a faculty/staff advisor.
g. Enquiring individuals may receive the contact information supplied in this form as a means to communicate with club leadership.

Submitted By: ____________________________________      ______________________
               (President or Key Student Representative) (Date)

__________________________________      ______________________
               (Advisor) (Date)

REGISTERED STUDENT ORGANIZATION (RSO) INFORMATION RELEASE

Each RSO must have a minimum of one (1) student representative that will release their contact information to be displayed on the publicly viewable Registered Student Organization webpage and/or associated Student Activities webpages and/or a printed list of Registered Student Organization information. MSSU will not release contact information to third-party agencies.

_The information must be current. The email address and phone number should be in working order and checked frequently. Should your organization have an organization-specific email address, it may be used in place of a personal address. It is acceptable to list only an email address OR a phone number if that form of communication is preferred._

Student Representative Name:

Student Representative Position:

S# (not released):

Email Address:

Phone Number:

I, ________________________________________, give Missouri Southern State University Student Activities Office permission to release my contact information to other Registered Student Organizations, MSSU departments, offices and affiliated programs, and to other individuals seeking information about the registered student organization, ________________________________, I represent, including media officials and perspective student members.

__________________________________      ______________________
               Signature Date