

# REREGISTER YOUR RSO CHECKLIST

## Step 1

Re-Register the RSO's page on theLink

## Step 2

Submit the Agency Account Approval Form. (via theLink during re-registration or turn into Student Services, Doc Bryan Suite 233)

## Step 3

Have the Faculty/Staff Advisor submit the agreement form.

**RSO Re-Registration:** In order to retain the privileges of an RSO, organizations must re-register prior to **September 8, 2017 at 5 pm**. RSOs re-register on theLink. All of the information is detailed in the instructions when you click to Re-Register on your respective group's page. These items are listed below:

- General contact information for your organization
- Organization membership names and emails.
- Faculty/Staff Advisor contact information
- Secondary Advisor contact information (if applicable)
- Agreement to the Compliance Statement
- Agency Account Approval Form (document upload)
- Organization Constitution/Bylaws (document upload) \*Must include non-discrimination statement for membership selection: **Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status.** (IT MUST BE THIS EXACT STATEMENT.)
- Organization Interests/Categories
- Organization Profile Picture

In order for registration to be approved, all information listed above must be submitted.

- Faculty/Staff Advisor Agreement: This form, to be completed by the Faculty/Staff Advisor(s) each year, is completed entirely online on theLink under Forms on Campus Life's page.
- Faculty/Staff Advisors should be listed as such on your RSO page. In order to do this, the Faculty/Staff Advisor must join the page, and an officer must put them in the position under "MANAGE ROSTER."

## Step 4

Have the RSO student leaders complete the online RSO Annual Training and Anti-Hazing Training Video.

Prior to approval, Registered Student Organizations (RSOs) must have the required attendance at the following:

### RSO Annual Training and Anti-Hazing Training:

- The video is located at [www.atu.edu/rso/forms\\_manual.php](http://www.atu.edu/rso/forms_manual.php).
  - The video is approximately 45 minutes.
- The following positions are required to watch the video: President, Vice President, Secretary, and Treasurer.
- Important information for the year will be distributed: theLink, Event Registration policies, Anti-Hazing Training, RSO Resources, Funding Opportunities, Homecoming, etc.

### Notes:

- Failure to complete the registration process will result in your RSO moving to inactive status. RSOs in inactive status are not allowed to:
  - Reserve rooms on campus
  - Apply for funding (Student Development Fund or GOLD Cabinet's Organization Aid)
  - Participate in campus activities (Involvement Fair, Move-in Crew, Homecoming, Time Out for Tech, etc.)
- Please encourage your membership to sign in and join your RSO's page. Login information is the same as your OneTech username and password.
- If your group does not have a page on theLink, you can log in at [thelink.atu.edu](http://thelink.atu.edu) and click on the "Organizations" tab on the home page. Then click on the "Register a New Organization" button on the left side of the page.

### Questions?

Please contact the Department of Campus Life at 479.968.0276 or [campuslife@atu.edu](mailto:campuslife@atu.edu).

**RSO Policies can be found under the Forms & Manuals tab at [www.atu.edu/rso](http://www.atu.edu/rso) or in the Student Handbook.**