Deadlines for 2015/2016

Re-registration must be completed by September 21, 2015

**New Organization Formation must be completed by October 5, 2015 for Fall 2015
& February 8, 2016 for Spring 2016**

Registered Student Organization Requirements

In order to be considered for any level of funding or other support from the office of Student Life, student organizations must be Registered and considered in Good Standing. To become and maintain Registered Student Organization status, organizations must meet all the requirements below.

Please note that travel funding will prioritized by the **October 1 Priority Deadline** and Registered Student Organizations **(RSOs)** who exceed the service and participation requirements.

Cubicle Request Forms will be completed and approved based on meeting the requirements of a Registered Student Organization. Confirmations of cubicle space will be delivered via email.

Requirements for Student Organizations
- **Organization must have a minimum of 5 members who are each taking a minimum of 6 credits at the Kendall campus and must have at least a 2.0 GPA.**
- **All active and involved members must be enrolled at Miami Dade College, Kendall Campus.**
- **Advisors must be full-time faculty or staff members of MDC Kendall Campus.**

RSO Fall Requirements
- **SharkNet:**
  SharkNet must be up to date with current members, picture/logo, contact information, current constitution, and list of meetings and events.
- **General Assembly Meetings:**
  At least one member of each organization must attend every General Assembly Meeting (see dates listed below for Fall). If a member cannot attend the required meetings, an appointment must be made within one week with a member of the Student Life Team.
  - September 10, 2015 3:30 pm, Student Life 103: General Assembly 1
  - September 24, 2015 3:30 pm, Student Life 103: General Assembly 2
  - October 8, 2015 3:30 pm, Student Life 103: General Assembly 3
  - November 12, 2015 3:30 pm, Student Life 103: General Assembly 4

- **Service Hours:**
  20 hours of service per organization must be registered with ICED each semester. This can be completed online through http://www.mdc.edu/main/iced/students/ (Spooky Nights and MDC Cares can NOT be accounted into these hours)
- **Spooky Night:**
  Each organization must volunteer to assist with Spooky Night on Saturday, October 30, 2015, which is inclusive of hosting a booth at the event.
- **MDC Cares:**
  At least one member of each organization must attend MDC Cares on December 5, 2015. If a member cannot attend MCD Cares, 5 additional hours of community service must be completed.

Funding:

Existing active organizations in good standing may receive up to $200.00 per academic year and newly formed organizations may receive up to $100.00 per academic year. In order to utilize these funds a Student Life Fund Request form in **advance** of the purchase. Advisors must make the purchase and submit a detailed receipt to the Director of Student Life. If approvals have not been granted in advance of purchase, reimbursements will not be issued. Purchases cannot exceed $99; however, you may submit two receipts of up to $99 each.

Advisor Name_____   Advisor Signature _____

Additional Funding:

Additional funding can be requested for Registered Student Organizations who go above and beyond for their campus and surrounding community. These requests can be made through Student Government Association by completing the Student Government Allocations Form available on the Student Government SharkNet. Participation in **Engagement** activities such as the ones listed below must be recorded and reported to the office of Student Life for funding consideration.

- Participation in Days of Service
- Recipients of PVSA Group Awards: student clubs and organizations that collectively complete more than 200 hours of service
- Heritage Month Participation/Volunteerism
- Student Organizations who participate and raise funds for the United Way campaign
- Participation at Athletic Games

Travel Funding:

Please note that RSOs are required to raise at least 70% of the travel cost through Fund Raising or other sources.

As stated above all requirements must be met to be considered a Registered Student Organization and receive Travel Funding. A priority deadline of October 1 has been established to determine funding for travel for the 2015-2016 academic year. Funding may be available if submitted after this date, but may not receive first level of consideration.

A completed **Travel Packet** must also be completed to be considered for travel.

RSO Spring Requirements

*Spring requirements will be announced at the First General Assembly Meeting of Spring 2016

Acknowledgement of Requirements

By signing this document you are acknowledging that you have

(President Initials)_____**Updated SharkNet with your current information and roster**

(President Initials)_____Agree to meet the General Assembly requirement

(President Initials)_____Agree to meet the Service Hour requirement

(President Initials)_____ Agree to meet the Spooky Night requirement

(President Initials)_____ Agree to meet the MDC Cares or additional Service Hours requirement

(President Initials)_____Read and agree to all the terms above

 Any violation of the terms listed above or violation of Miami Dade College policies may result in your club being deactivated. If deactivated, you will lose any reservations that were scheduled for the remainder of the semester, including meeting rooms, table/chair reservations, event room registrations, travel registration, etc.

President Name_____ President Signature_____

President Email _____

Organization Name_____

There will be an Advisor Meeting on Thursday September 24, 2015 at 3:30 pm in the Conference Room inside of the Club Room RM 127, which is located inside of the Koffee House. If you would like to make an appointment with the Director of Student Life you may do so by emailing ladamo@mdc.edu.

Advisor Name_____ Advisor Signature _____

Advisor Email _____