Deadlines for 2015/2016

**New Organization Formation must be completed by
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.

Travel:
Please note that travel funding for the 15-16 year was prioritized by the **October 1 Priority Deadline.** A Travel Committee reviews all requests to travel and requests in excess of $5000 have a separate application for consideration of funding. Additional consideration is also given to Registered Student Organizations **(RSOs)** who exceed the service and participation requirements.
Please note that RSOs are required to raise a percentage of the travel cost through Fund Raising or other sources.

Funding:
The department of Student Life and/or Travel Committee reserve the right to deny and funding request including travel requests by organizations who have not met the set Student Life requirements to maintain good standing.

Cubicle Requests:
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 Spring 16 Requirements
- **All organizations must revise their Constitution to the Student Life Constitution**
- **SharkNet: SharkNet must be up to date with**
  - Current Members including Advisor; Constitution; Meetings and Events

- **General Assembly Meetings:**
  At least one member of each organization must attend every General Assembly Meeting (see dates listed below for Spring). If a member cannot attend the required meetings, an appointment must be made within one week with a member of the Student Life Team.
  o January 14, 2016 3:30 pm
  o February 4, 2016 3:30 pm
  o February 18, 2016 3:30 pm
  o March 10, 2016 3:30 pm
  o March 31, 2016 3:30 pm
  o April 14, 2016 3:30 pm
- **Service Hours:**
  20 hours of community service per organization must be registered with ICED each semester. This can be completed online through http://www.mdc.edu/main/iced/students/
  This same hours must also be logged on SharkNet
  *Please note that rehearsals do NOT count as service hours, performances and demonstrations may count. *
- **Professional Development:**
  At least one member of each organization must attend a Student Life OR Career Development session. These sessions include a Professional Development Week Workshop (or) attendance at the Career Fair on (or) a Student Life Development Session which will be announced at the General Assembly Meetings and via email.

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. After approval Advisors may 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.

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

Acknowledgement of Requirements

By signing this document you are acknowledging that you have

(President Initials)_____**Updated your current Constitution to the standard Student Life Constitution**

(President Initials)_____Updated SharkNet with your current information and roster
*this includes your Advisor being listed on SharkNet

(President Initials)_____Agree to meet the General Assembly requirement

(President Initials)_____Agree to meet the Service Hour requirement

(President Initials)_____ Agree to meet the Professional Development requirement

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_____

Advisor Name_____ Advisor Signature _____

Advisor Email _____

There will be an Advisor Meetings on the following dates. You must attend one of the sessions. If you are unable to make the session and would like to make an appointment with the Director of Student Life you may do so by emailing **ladamo@mdc.edu**.

- Tuesday, January 12, 2016 at 2 pm
- Wednesday, January 20, 2016 at 3 pm
- Thursday, January 21, 2016 at 4 pm

These meetings will be held in the <u>Student Life Meeting Room, Room 103</u>. This room can be access from inside of the Koffee House or through the Student Life office.