

Fall 2018 Registration Packet

Packet Deadlines:

Returning Organizations

September 21, 2018

New Organization Formation must be completed by

September 28, 2018

IMPORTANT DATES

CLUB RUSH: Wednesday September 12, 2018

60 MINUTES WITH LEADERSHIP: Wednesday September 19, 2018

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:

Travel Procedures have been streamlined college wide to the best of our abilities. Due to the restrictions with PeopleSoft we will be holding to an 8 week initiative review deadline, and a 5 week completed package deadline.

Please note a COMPLETED packet includes signatures from Traveler, Traveler Supervisor, Academic Dean if applicable, Student Life Director, Student Services Dean, and College President

Advisors will be responsible for submitting all invoices for payment and for Cash Advance and Expense Report submissions. We have scheduled a Mandatory Advisor Training for all parties who wish to travel in the upcoming year.

Funding for Travel:

Please note that travel funding is granted on a prioritized first come basis. A Travel Committee reviews all requests to travel and may request an in person presentation from the group. The department of Student Life and/or Travel Committee reserve the right to deny any funding request including travel requests by organizations who have not met the set Student Life requirements to maintain good standing. ***RSOs are required to raise a percentage of the travel cost through Fund Raising or other sources.****

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 18 Requirements

- **All organizations must have a Constitution and must utilize the Student Life Constitution Template**
- **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 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.
Meetings are held Mondays at 12:00 pm.
 - September 17, 2018 Student Life Multipurpose Room, 101
 - October 1, 2018 Student Life Multipurpose Room, 101
 - October 15, 2018 Student Life Multipurpose Room, 101
 - November 26, 2018 Student Life Multipurpose Room, 101
- **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. ***
- **Monthly Meeting:**
All clubs must have a minimum of one scheduled meeting per month to retain active. These meetings must be scheduled as an Event through SharkNet.
- **Events/Activities:**
All club activity on and off campus must be registered as an Event through SharkNet. This includes meetings, fundraisers, community service, practices, etc. Events must be entered into SharkNet we require at least 10 business days in advance of your scheduled event.

- **Leadership Development:**

At least one member of each organization must attend a Student Life Leadership Development session. These sessions must be signed into by one representative.

- Wednesday, September 26, 2018 12:00 pm in R402/403
- Wednesday, October 24, 2018 12:00 pm in R402/403
- Wednesday, November 21, 2018 12:00 pm in R402/403

Funding:

Existing active organizations in good standing may receive up to \$400.00 per academic year and newly formed organizations may receive up to \$200.00 per academic year. In order to utilize these funds a Student Life Fund Request form in **advance** of the purchase. After approval, if Student Life is unable to accommodate the purchase based on established Open Purchase Orders, the Advisor may make the purchase. Advisors should submit a detailed tax free 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

Acknowledgement of Requirements

By signing this document you are acknowledging that you have

(President Initials)_____ Uploaded your Constitution utilizing the Constitution Template

(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 20 hour Service Hour requirement

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

(President Initials)_____ Agree to meet the Monthly Meeting 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 MD ID Number _____

President Email _____ Phone Number _____

President Signature _____

Advisor Acknowledgement:

By signing this document you are acknowledging that you have

(Advisor Initials)_____ Updated SharkNet with your current information

***Advisor must be listed on SharkNet**

(Advisor Initials)_____ Agree to not make any purchases on behalf of the club without prior approval

(Advisor Initials)_____ Agree to hold student members to all MDC Policies and Procedures

(Advisor Initials)_____ Agree to assist student members in retaining active status through meeting all Student Life requirements listed above

(Advisor Initials)_____ Agree to attend one of the Mandatory Advisor Trainings or schedule a 1-1 meeting prior to September 13, 2018

Session Options:

Thursday, August 30, 2018 10:00 am

Friday, August 31, 2018 12:00 pm

Monday September 10, 2018 1:00 pm

Thursday, September 13, 2018 2:00 pm

Advisor Name _____

Advisor Signature _____

Advisor Email _____

Phone Number _____