New Registered Student Organization Application
Submit Completed Forms to the Director of Student Life Chas Lietaert
Jets Hangar, Central Campus, Chas.Lietaert@jccmi.edu

1. Name of RSO: ____________________________________________________________

2. Purpose of proposed Student Organization ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

3. Proposed Location of meetings: ________________________________________________

4. Proposed Time/Dates of meetings: ______________________________________________

5. Advisor and Officer Membership
   Advisor Name: ___________________________ President: ___________________________
   Role at JC: ______________________________ Name: ___________________________
   Phone: _________________________________ Student ID: _________________________
   Email: _________________________________ Email: ____________________________

   Vice President: ___________________________ Treasurer: _________________________
   Name: _________________________________ Name: ___________________________
   Student ID: ___________________________ Student ID: _________________________
   Email: _________________________________ Email: ___________________________

   SGA Representative/Secretary: ___________________________
   Name: _________________________________
   Student ID: ___________________________
   Email: _______________________________

*All Registered Student Organizations must have at least these four Jackson College student members and an active advisor. One member must attend the bi-weekly SGA meeting and speak/vote on the group’s behalf. Description of the advisor role are on the following page of this document.
Purpose
Registered Student Organization (RSO) advisors at Jackson College serve students by actively developing student leaders and facilitating learning through engagement. An advisor empowers students to be successful in authoring their experience while also helping them learn from missteps.

Expectations
RSO Advisors must meet the following expectations in their service of students.

- Have read the constitution of the RSO you are advising.
- Attend at least one full group meeting or event per semester for each RSO you advise.
- Meet at least twice per month with the President of the RSO(s) you advise. Holding one meeting is acceptable during the following months; December, January, and May. Meetings are welcome but not expected during summer months.
- Meet at least once per month with the treasurer of the RSO(s) you advise. Meetings are welcome but not expected during summer months.
- Attend Advisor gathering with Student Life twice per year.
- Meet with the Director of Student Life twice per year.
- Monitor and approve RSO expenditures and revenues.
- Review and approve all RSO event advertising.
- Help reduce unhealthy risk and liability by reviewing RSO planned trips and activities.

Support
Advisors at Jackson College are supported by the Department of Student Life. All are welcomed to an RSO Advisor gathering near the start of the fall and winter semesters. There is also a mid-semester individual advisor check-in meeting with the Director of Student Life during the fall and winter terms. Additionally, JC Student Life is always willing to answer questions and hold meetings with advisors.