

# Department of Student Life



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## New Registered Student Organization Application

Submit Completed Forms to the Director, Glenn Richards  
Maroon Hall, Central Campus, RichardGlennR@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.

# Department of Student Life



## Registered Student Organization Advisor

### 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.



**Total Commitment**  
to Student Success