Registered Student Organizations (RSOs) offer activities that are beneficial to the personal growth of their members. They are individualistic and each serves a specific function within the total college environment. The Office of Student Development, Leadership & Activities encourages participation in Registered Student Organizations and Activities.

All Student Organizations must be registered with the Office of Student Development, Leadership & Activities. The following forms must be completed and on record in the Office of Student Development, Leadership & Activities prior to official registration of an organization.

All students interested in participating in a Student Organization must adhere to the membership criteria. Students must be enrolled in at least six credit hours at NLC with at least a 2.0 GPA (Grade Point Average). Students can be cross enrolled through SAC & NLC.

- Application for Registration of a Student Organization
- Registration Student Organization Faculty/Staff Advisor Expectations
- Member List (Must be submitted every semester)
- Request for an Agency Account for a Registered Student Organization (optional)
- Petty Cash Authorized Signature form (Must be submitted every semester)

All Faculty/Staff Advisors and student leaders must participate in a General Student Organization Training prior to registration. Alamo Colleges and Northeast Lakeview College policies and procedures will be reviewed at this time. Please contact the Office of Student Development, Leadership & Activities for scheduled times and dates.

Please submit all forms to:
Northeast Lakeview College
Office of Student Development, Leadership & Activities
1201 Kitty Hawk, STCM 131
Universal City, TX 78148
(210) 486-5404 voice
(210) 486-9175 fax
Email: nlc-student@alamo.edu

I have read the above information and understand the following expectations:
- Submit completed registration packet
- Adhere to Alamo Colleges and Northeast Lakeview College policies and procedures
- Complete mandatory training workshops

Student Representative Signature ____________________________ Date ________________

For Office Use
- Advisor Submitted RSO Training Certificate -Date: _________________________
- Student Rep-Submitted RSO Training Certificate-Date: _______________________

Revised 8/20/2015
Date Submitted ______________________

New club ☐ Existing Club (use renewal packet) ☐

Semester/Year: ☐ Fall ☐ Spring ☐ Summer

Name of Organization (include any affiliation)

Purpose Statement

Membership Criteria

Source(s) of Income

Anticipated use of Funds

Disposition of Funds in Case Organization Becomes Defunct (Note: If left blank all funds will be deposited into SDLA Account to support the formation of new student organizations.)

Place, Time, Dates of Regular Meetings:

College Approval

Supervisor/ Chair Person ___________________________ Date __________________________

Office of Student Development, Leadership & Activities ___________________________ Date __________________________

Vice President for Student Success ___________________________ Date __________________________

Vice President for Academic Success ___________________________ Date __________________________

President, Northeast Lakeview College ___________________________ Date __________________________

Revised 8/20/2015
Semester/Year: ☐ Fall __________ ☐ Spring __________ ☐ Summer __________

Name of Organization (include any affiliation, NLC may not be used as part of the name)

List of Officers and Advisors

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<tr>
<th>Position</th>
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<th>Banner ID</th>
<th>Address</th>
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Faculty/Staff Advisor

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### Student Members

A minimum of ten (10) members is required to form a student organization.

(Membership Criteria: Students must be enrolled in at least six credit hours at NLC with at least a 2.0 GPA (Grade Point Average). Students can be cross enrolled through SAC & NLC.)

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<th>Banner ID #</th>
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<th>ACES E-mail</th>
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For Office Use

☐ Member List Verified by: ______________________   ☐ Date: ______________________

Revised 8/20/2015

OFFICE USE ONLY

KEY

FR~ First Time In College Student
It is the goal of the Office of Student Development, Leadership & Activities to create an environment that will promote the education of its students both in and out of the classroom. Taking on the role of Advisor to a student organization provides a unique opportunity to facilitate the growth of our students through their organizational involvement and achievement. In order to successfully advise a Registered Student Organization (RSO), the advisor must establish a good working relationship with the members of the group. An RSO Advisor:

- Is knowledgeable of the College's Policies and Procedures.
- Is familiar with the resources of the College and the community.
- Encourages and stimulates the development of leadership skills among RSO members.
- Provides continuity with the organization's mission, activities, and tradition
- Provides expert knowledge and advice
- Co-Manages the organization's Agency Account
- Suggests and encourages new program ideas
- Assists and consults in the development of procedures and plans of action
- Guides the RSO through problem-solving and decision-making.
- Helps members apply skills learned in and out of the classroom.
- Assists in maintaining high standards of performance for the group and its members.
- Attends meetings and activities of the RSO.
- Will accompany the organization when traveling to conferences, conventions, or other functions where the organization is a representative of the College.

The advisor is generally a mentor and observer, however, there may come a time in the life of the organization that the advisor may need to be extremely active within the decision making. The advising style will be determined by the level of development from the group and the context in which the group functions.

The RSO Advisor is an employee of Northeast Lakeview College at least one-half time, agrees to accept the above responsibilities, and understands that this is a voluntary activity that must not interfere with job responsibilities. If, for some reason, the faculty or staff member must cease their role as Advisor, the members of the organization as well as the Office of Student Development, Leadership & Activities will be given ample notification.

Faculty/Staff Advisor Name  Signature  Date

Area/Room #  (ex: English/AB 101)  Phone  Email

Faculty/Staff Advisor Name  Signature  Date

Area/Room #  (ex: English/AB 101)  Phone  Email

Submit all forms to STCM 131

Revised 8/20/2015
PETTY CASH
AUTHORIZED SIGNATURES FORM

Registered Student Organizations (RSOs) are required by NLC and AC policies to update Petty Cash information with the Office of Student Development, Leadership & Activities and the Business Office at the beginning of every semester. Failure to make these updates may result in delays in accessing RSO accounts.

The designated student representatives must complete all transactions made on behalf of a Registered Student Organization. RSO advisors may not complete any transactions, but may request periodic budget reports from the Registered Student Organization.

1) Complete the form below.
2) Submit to the Office of Student Development, Leadership & Activities for review and authorization signature.
3) Original signed document will be sent to NLC Business Office.

Semester/Year: ☐ Fall ☐ Spring ☐ Summer

RSO Name: ___________________________________________________________________

RSO Student Representative (Treasurer)
Print Name: __________________________________________________________________
Banner ID: __________________________________________________________________
Email/Phone: __________________________________________________________________
Signature/Date: __________________________________________________________________

RSO Student Representative
Print Name: __________________________________________________________________
Banner ID: __________________________________________________________________
Email/Phone: __________________________________________________________________
Signature/Date: __________________________________________________________________

RSO Advisor
Print Name: __________________________________________________________________
Signature/Date: __________________________________________________________________

RSO Advisor
Print Name: __________________________________________________________________
Signature/Date: __________________________________________________________________

RSO Advisor
Print Name: __________________________________________________________________
Signature/Date: __________________________________________________________________

Office of Student Development, Leadership & Activities Authorization Signature Date
Revised 8/20/2015