

# STEP BY STEP GUIDE TO START A NEW RSO

## Freedom of Association

Students are free to organize and join associations to promote their common interest. The University believes it is appropriate to share its resources with associated groups in order to fulfill the University's overall educational function. Therefore, associated groups may apply to become Registered Student Organizations in order to access University resources.

1. **Do Your Research-** Check Student Central to be sure your proposed RSO does not duplicate another group that currently exists. The mission statement and goals of the RSO should be unique from any other established RSO.
2. **Apply-** applications will be available during the fall and spring semesters. Submit an [Application to Start a Registered Student Organization](#)
3. **Get Informed-** Schedule an appointment with Student Involvement staff.
4. **Roster-** must provide a list of a minimum of six full time undergraduate students prior to recognition.
5. **Select a Faculty or Staff Advisor**
  - a. Advisor must be a full time exempt faculty/staff member at UD.
6. **RSO Documents-** Create a [Constitution](#) for RSO
7. **Affiliations-** Organizations affiliated with a national organization, must provide a letter of support from headquarters staff prior to recognition. The external organization cannot be deemed a for-profit entity. The University may request proof of non-profit status at any time. Proof of the organizations' non-profit status is official documentation from the IRS and must be provided before the RSO will be recognized.
8. **Approval Process-** All new RSO paperwork will be reviewed by a staff member within Student Involvement. Students will receive feedback if there are changes that need to be made. Once all paperwork is reviewed, students will be notified via email by the staff member in Student Involvement and invited to Recognition Day if their RSO is approved.
9. **Attend Designated Recognition Day Training**

- a. Presidents Training
  - b. Treasurers must schedule training with Suzanne Nelson at [suzzw@udel.edu](mailto:suzzw@udel.edu)
10. **Recognition-** As a new RSO you are eligible to participate in the following activities and services:
- a. Promote the RSO through Student Central page with pictures, logos and membership Roster
  - b. Participate in Student Involvement Fairs
  - c. Reserve Academic and University Student Centers space excluding reserving all three MPRs for a single event; one or two MPRs may be requested for use
  - d. Reserve Outdoor and Recreational spaces
  - d. Request General Operating Budget from Allocation Board
  - e. Request University Services (i.e. media service, motor pool etc.)
  - g. Apply for office space
  - f. Apply for storage space
  - g. Participate in leadership development opportunities