A Brief Guide to Becoming a
Registered Student Organization at MSU-Bozeman

Introduction
Congratulations on taking the first step towards establishing your Registered Student Organization (RSO)! The MSU Office of Activities and Engagement (OAE) offers many resources to support and assist the success of student groups. Please do not hesitate to contact OAE staff with questions. Here’s how to contact us:

222 Strand Union Building (SUB)-Across from the Ask-Us Desk
406-994-6902
engagement@montana.edu
http://www.montana.edu/engagement

Annual Registration Process
Groups that want to be recognized as an official Registered Student Organization at MSU, which will further be referred to as an RSO, must complete the registration process once per academic year. Groups can complete registration in any order and in a time frame convenient for the club. However, to ensure a smooth registration and no lapse in recognition from year to year, we recommend completing the registration process by September 30 each year per the steps outlined on the next page.

Please note: This packet only contains a brief overview of the registration process; please refer to the complete annual registration process on the OAE website.

Recognition Criteria
In order for the OAE Office to register a student group, the following minimum standards must be met:

1. Have a clearly defined purpose/mission.
2. Submit an updated and complete registration application annually (RSO status is good until Sept. 30 of the following academic year). Completion of the application does not guarantee registration approval.
3. Application must be submitted by a student member, NOT by a faculty/staff advisor.
4. All executive positions must be held by currently enrolled MSU-Bozeman students.
5. Minimum of 10 members is required, 80% of your overall membership MUST be currently enrolled students of MSU-Bozeman. Please note, however, that if your group is a club sport and will utilize University athletic space, all members must be registered, fee-paying students. If they are not students, they must purchase an athletic pass through Intramurals. Please contact 994-5000 for more information.
6. Your organization must have a designated staff or faculty advisor who is employed by MSU at least part-time.
7. Have an adequate system of accounting for organization funds.
8. Must be a not-for-profit group.
9. Comply with University policies and regulations pertaining to organizations, including contents of the RSO Manual.
Steps to Become a Registered Student Organization (note the first 3 steps can be completed in any order)
1. Submit a completed RSO application form found at: www.montana.edu/engagement
2. Identify an Advisor
   a. Every RSO must have a faculty or staff (employed at least half-time at MSU) advisor that can support the group.
   b. Some groups find an advisor through personal connections with a faculty or staff member, while others find an advisor that has a particular interest in the club mission and activities.
3. Please allow up to 3 working days for the OAE office to process the registration.
4. OAE will send an RSO confirmation email to the listed president that your group is registered and also attach an official “RSO Letter” you can use as proof of registration.
5. Visit: www.montana.edu/engagement to see your RSO listed!

New Student Organizations
If you do not have the minimum of 10 members to start (or re-start an inactive group) a new student organization, OAE can help!

- OAE will help you schedule the Northwest Lounge of the SUB in order for you to hold an interest meeting
- If you produce a flyer advertising your interest meeting and drop the original with us, we will make 40 copies of it and post it in academic buildings on campus. This will only be done one time by OAE.
- If you receive enough members to start a group, then you can start the registration process

Benefits of Being Recognized
- Free use of University meeting rooms and facilities (certain areas and types of events may have rental fees).
- Free use of SUB mailbox (based on availability).
- Inclusion on the RSO list on the OAE website to allow others to view your club information.
- Inclusion on the RSO listserv hosted by OAE.
- Ability to participate in the bi-annual Involvement Fair to recruit members.
- Use of the Office of Activities and Engagement flyer posting service.
- Access to training and leadership development by OAE.
- Eligibility to apply for student organization funding (available through the student activity fee) through OAE and the ASMSU RSO Funding Board.
- Use of SUB advertising space: Includes banners, posters, table tents, and information tables. All of these items must be reserved through Conference Services.
- Use of the OAE Marketplace Running Board advertising space.
- Support from OAE staff for event planning, assistance with fundraising activities, opportunity to request funds from ASMSU’s RSO Funding Board, club travel, organization management and more!