☐ New RSO
☐ Continuing RSO
☐ Update Information

Kingsborough Community College
Office of Student Life – C-123
Phone: 718.368.5597 – Fax: 718.368.4801

☐ Fall ☐ Winter
☐ Spring ☐ Summer
Year 20 _____
Date Received _____

Registered Student Organization Registration Form

NAME OF RSO: _____

MEETING DAY/TIME & LOCATION: _____

WEBSITE: _____ **RSO E-MAIL:** _____

DATE WHEN ELECTIONS WERE HELD: _____ **(*PLEASE REMEMBER TO ATTACH MINUTES*)**

In order to charter a student organization and maintain recognition at Kingsborough Community College a group must elect from its membership the following officer positions: President, Vice-President, Treasurer and Secretary. Each officer must have a 2.0 minimum GPA. RSO must also obtain a faculty or full-time staff member to serve as RSO advisor. Minutes showing the election results must be turned in with this form. ***Use the back of this form to list the required information for any additional positions.***

PRESIDENT *(print name clearly & sign)*
Name _____ EMPL ID_____
Print Name Sign Name

Mailing Address: _____
Street Address City State Zip

Preferred Phone Number: _____ Email (Required): _____

PLEASE CHECK ONE
☐ I authorize the Office of Student Life to share my contact information and my email with other RSO presidents and KCC students interested in joining my RSO.
☐ I do not authorize the Office of Student Life to share my contact information and my email address.

VICE PRESIDENT *(print name clearly & sign)*
Name _____ EMPL ID_____
Print Name Sign Name

Mailing Address: _____
Street Address City State Zip

Preferred Phone Number: _____ Email (Required): _____

TREASURER *(print name clearly & sign)*
Name _____ EMPL ID_____
Print Name Sign Name

Mailing Address: _____
Street Address City State Zip

Preferred Phone Number: _____ Email (Required): _____

SECRETARY *(print name clearly & sign)*
Name _____ EMPL ID_____
Print Name Sign Name

Mailing Address: _____
Street Address City State Zip

Preferred Phone Number: _____ Email (Required): _____

FACULTY/STAFF ADVISOR *(must be a faculty or full time staff member of Kingsborough Community College)*
Name _____ Department: _____
Print Name Sign Name

Campus Mail Code: _____ Room #: _____ Campus Phone: _____ Preferred Email: _____

Have you served as advisor to this group in the past? _____ If so, for how many years? _____

It is the responsibility of all officers to know the rules and regulations for maintaining recognition as an RSO as per the KCC Officer's Manual. Failure to abide by these policies could result in suspension of your group and/or college disciplinary action.