**RSO Requirements Checklist**

Below are the forms that are required from each RSO annually. Please use this checklist for your records to track your submissions. All forms listed include a hyperlink to the correct form and a deadline date is provided. All forms open on August 15.

**Form to be submitted Deadline**

|  |  |  |
| --- | --- | --- |
|  | [RSO Annual Registration Form](https://lonestarcollege-cfsl.formstack.com/forms/annual_registration_for_lsccyfair_registered_student_organizations) | **Due October 15**  (If club is dormant in fall and re-activates in spring term, due date is March 15) |
|  | [RSO Advisor Agreement Form](https://lonestarcollege-cfsl.formstack.com/forms/rso_advisor_agreement_copy)  Must be submitted each academic year | **Due October 15**  (If club is dormant in fall and re-activates in spring term, due date is March 15) |
|  | [RSO Officer Agreement Form](https://lonestarcollege-cfsl.formstack.com/forms/rso_advisor_agreement_copy)  (Each officer must submit this form) | **Due October 15**  (If club is dormant in fall and re-activates in spring term, due date is March 15) |
|  | [RSO Membership Roster Form](https://lonestarcollege-cfsl.formstack.com/forms/rso_roster__lsccyfair_student_organizations)  (Use the standard form found on the Forms & Resources page to collect your member’s information and submit with the form listed above)  \*\*\*Student ID#s are required. Members listed without an ID will not be considered. | **Due October 15 AND March 15**  (If club is dormant either semester, no roster is required that term) |
|  | [Facility & Equipment Use Form](https://lonestarcollege-cfsl.formstack.com/forms/facility_equipment_use_agreement__lsccyfair_rsos) | **Due October 15** |
|  | [RSO Risk Management Training Compliance Form](https://lonestarcollege-cfsl.formstack.com/forms/risk_management_compliance_form) | **Due October 31**  (If club is dormant in fall semester and re-activates in spring term, due date is March 31) |