



# RSO Registration Checklist

Resources, forms, and documents are available on the Club Alliance website ([unf.edu/cluballiance](http://unf.edu/cluballiance)), and in the Club Commons (58E/3003).

Please contact [sgacluba@unf.edu](mailto:sgacluba@unf.edu) if you have any questions.

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- Check on the [Club Alliance Website](#) to see if the club you would like to create already exists.
- Meet with Club Alliance Director, or Assistant Director.
- Elect a UNF student(s) to be **president** and **treasurer**.
- Delegate a full-time UNF faculty or staff member to be the [advisor](#).
- The club advisor must take the **CSA training** course on [Canvas](#).
- President, treasurer, and advisor must read the [RSO Handbook](#), and Titles VIII and XI of the [Student Government Constitution and Statutes](#).
- Create a constitution. You can use our online [sample constitution](#) as a template.
  - National organizations must also submit a copy of their national constitution.
- Create a [Student Support Petition](#) of at least 10 UNF students interested in your prospective RSO.
  - A full roster is required upon completion of registration.
- Submit all information online through the Club Alliance "[Registration Form](#)".
- President, treasurer, and advisor must sign and submit a [Signature Card](#) to the Business and Accounting Office (58E/3409).
- Once approved, meet with Club Alliance **monthly** by attending general body meetings.
  - Meeting dates are posted in the Club Commons, sent via email, and posted on the [Club Alliance Homepage](#).
- Athletic clubs must sign a liability waiver and meet with the [Coordinator for Club Sports](#).

## Student Government Funding Eligibility:

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If an open club (non- due charging) would like access to SG funding:

- Your club must be in good standing.
- The president and treasurer must **pass the Club Funding Quiz** on [Canvas](#).
- Funding will be accessible for new RSOs after attending mandatory meetings for two consecutive months (assuming everything else has been completed).