Thank you for your interest in starting a new registered student organization at Kennesaw State University! Please take a few moments to read the information below in its entirety before submitting the “New RSO Registration” form found on Owl Life. If you have any questions, please e-mail Student Activities at rsosupport@kennesaw.edu.

WHY START A NEW STUDENT ORGANIZATION?

Registered Student Organizations are an integral part of the student experience at Kennesaw State University. RSOs allow KSU students the opportunity to develop a sense of belonging, have fun and memorable experiences, and build career competencies and skills. The Department of Student Activities staff is excited that you are ready and willing to provide another avenue for KSU students to get involved, and we are here to support you along the way!

PRIVILEGES OF RSOs:

- Ability to reserve space on campus
- Access to funds through the Student Activities Budget Advisory Committee (SABAC)
- Mailbox
- Owl Life page
- 200 black & white copies per semester
- 3 paper banners per semester

RESOURCES FOR STARTING A NEW ORGANIZATION

Information Tables:

New Registered Student Organization Interest Groups can host information tables to promote your organization and gather information for students who are interested in becoming members. Information table includes one 6-foot rectangular table and two chairs in the assigned location (no chairs provided in The Commons or Stingers). Please email RSOreservations@kennesaw.edu with two dates you would like to host information tables. These dates must be submitted at least one (1) week in advance. The email should include:

1. Name of New Student Organization Interest Group
2. Responsible Student’s Name
3. Responsible Student’s KSU Email Address
4. Responsible Student’s Phone Number
5. Preferred Location
6. Dates
7. Start & End Times

Available locations include:

- **Kennesaw Campus:**
  - Carmichael Student Center Rotunda, Atrium or Terrace;
  - Outside on Campus Green;
  - The Commons’ Patio;
  - Social Science Building Display Table; or
  - Social Science Outside Patio.

- **Marietta Campus:**
  - Wilson Student Center Lobby;
  - Outside by the Globe;
  - J Building Lobby; or
  - Stingers’ Patio

Department of Student Activities website (studentactivities.kennesaw.edu/forms.php)

The website contains important forms and resources including:

- Sample Constitution
- RSO Manual
- Instructions to accept Advisor Terms & Conditions
NEW REGISTERED STUDENT ORGANIZATION (RSO)  
INITIAL START-UP INFORMATION

STEPS TO STARTING A NEW REGISTERED STUDENT ORGANIZATION

1. **Purpose:** Search the Organization Directory in Owl Life (owllife.kennesaw.edu) to make sure that your new organization does not have a similar purpose as an existing KSU organization.

2. **Membership:** Find six (6) currently enrolled KSU students (including yourself) who are interested in being members of the organization. Make sure to collect their names and KSU email addresses. Using the Information Tables (described above) are a great way to find members.

3. **Constitution:** Draft a constitution for the organization with the required KSU sections & officers. A sample constitution can be found in the “Student Activities Forms & Documents for RSOs” section of the Department of Student Activities website; use this document as a guide in structuring your constitution, as it contains the required sections and officer positions for RSO governing documents.

4. **Advisor:** Find a full-time employee of KSU that would like to serve as the organization’s advisor. Your Advisor must be listed on the roster and accept the Terms & Conditions. Instructions can be found on the Department of Student Activities website.

5. **Officer Training:** The President, Treasurer, and Reservation Delegate must complete the following trainings:

<table>
<thead>
<tr>
<th></th>
<th>RSO Basics Module</th>
<th>Reservation Requests and Event Planning Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reservation Delegate</td>
<td>X</td>
<td></td>
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<tr>
<td>Treasurer</td>
<td>X</td>
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</tbody>
</table>

To access the online trainings:
1. Log on to campustraining.kennesaw.edu with your Net-ID and password.
2. Scroll down to the "Student Life" section.
3. Select the course "Student Organization Training AY 2020-2021."
4. Enroll in course.
5. Officers must complete all videos and quizzes included in the required modules per each position. Officers must receive a passing grade of 80% on their respective module quizzes.

6. **Registration Form:** Complete the "New RSO Registration" form in its entirety.
   a. Log in to Owl Life with your KSU log-in information.
   b. Go to owllife.kennesaw.edu/register.
   c. Click the blue "Register a New Organization" button to begin the form.

   Please allow at least 3-5 business days for your submission to be processed. If you have any questions while completing the form, please email rsosupport@kennesaw.edu.

7. **Getting Started** Meeting: Schedule a “Getting Started” meeting with a Student Activities staff member to review the form submission, drafted constitution, and annual requirements for student organizations. This meeting will be scheduled only after steps 1-6 are complete.

8. **Finalize Constitution:** After the Getting Started Meeting, the last step in the registration process is to make any revisions to your RSO constitution and submit to the Department of Student Activities.