

RSO Application Review Process

- We review complete applications in the order they are received.
- We may send applications back for modifications, so please closely monitor your email and EngageSC chat. (It will go to the person who submitted the application).
- We review constitutions in detail.
- We will reach out via EngageSC chat to request modifications.

RSO Application Timelines

- Final deadline for Fall 2024 recognition: Friday, September 6 at 5pm.
 - We must receive a complete application (excluding Advisor reqs): constitution following our templates, accurate application, complete 2024 certs
- Final deadline for advisor components: Friday, September 13 at 5pm.
- Groups may not operate as an RSO without official approval from Campus Activities. If you do, you jeopardize your group's ability to be recognized.

RSO Application Timelines

- **Reminder:** Tabling is a benefit of being an RSO. The best thing you can do is focus on submitting a complete and accurate application. Our priority when reviewing applications is to approve groups for 2024-254, and we can't do that with an incomplete application or one that requires major modifications.
- **Tabling timeline**
 - Submit by Friday of each week for eligibility to table 2 weeks later (e.g., submit Week 1 for potential tabling Week 3).
 - We will reach out by Tuesday pm of that week if your app receives initial approval. Emails will be sent to the officer who submitted the application.
 - If you do not receive information about tabling, we are still reviewing your application and/or will be requesting modifications.
- **Tabling Dates:**
 - Thursday, September 5 11am-1pm
 - Thursday, September 12 4-6pm
 - Thursday, September 19 11am-1pm

RSO Application and Requirements

For detailed information on application requirements, please visit the [RSO Recognition Process page](#) and the [FAQs page](#) on the Campus Activities website.

1. Completed application
2. Membership Profile and Roster
3. Constitution
4. Required Documentation
5. Good Standing
6. Other approvals

Application Requirements and Common Errors

1. Completed application

- All questions are required
- The officer who submitted the application may return to it by going to Home-->My Activity (in the lefthand menu)-->My Surveys/Forms on EngageSC

Will be sent back for modifications for:

- Errors within the application (e.g., not indicating an affiliation or activity)
- Missing documents
- The officer who submitted the application may return to it by going to Home-->My Activity (in the lefthand menu)-->My Surveys/Forms on EngageSC

Common Application Errors

2. Membership Profile and Roster

- 5 required officers: President, Vice President, Secretary/Historian, Treasurer, and Programming Chair
- 1 full-time faculty/staff advisor
- 10 members total (including officers)
- Do not worry if officers and members cannot approve positions. We will look at trainings/documents to confirm.

Will be sent back for modifications for:

- Not having a full-time faculty/staff advisor
- Officer name on roster is different than on the required documentation (certificates and Commitment to Community)

Common Application Errors

3. Constitution: Must use [2024-25 template](#)

- Required articles/clauses/parts are underlined (For some you will fill in your own info)
- Please delete the purple help text.
- You may add articles/clauses/parts as long as they don't contradict other pieces of the constitution or the Student Handbook

Will be sent back for modifications if:

- Uploads don't match (different doc in both places – RSO profile and application)
- Required Articles/clauses/parts are missing or modified
- Required Statements are missing or modified
 - Non-Discrimination Clause
 - Non-Hazing Clause
 - Open Membership Clause
 - Affiliations Articles

Common Application Errors

More about Open Membership

- RSOs at USC must be **open**.
- There must be meaningful opportunities for any member of the campus community to get involved.
- You should have no barriers to membership (.e.g., requiring dues for all members, requiring prior participation or activities to join, requiring interviews and/or applications to join).
- Consider this when defining your levels of membership

Common Application Errors

4. Required Certificates and Documents

- Hazing Prevention Module Certificates
- RSO Training Modules Certificates
- Officer Commitment to Community (signed)
 - 3 areas to initial and sign. Don't forget your student ID#.
- Please follow the instructions for naming and document type.
- All are linked in application instructions(revisit by clicking My Activity-->My Surveys/Forms)
- **Will be sent back for modifications if:**
 - Not completed by the same officers listed at beginning of application.
 - Not from 2024 Academic Year
 - Commitment to Community is not signed/initialed in all places

Other Requirements

Advisor Documents

- Advisor Commitment to Community (different from student version)
- Advisor Training Certificate
- 2024 Clery Act for Campus Security Authorities (CSA) Certificate
 - Will be assigned to your Advisor and they will receive a email from Trojan Learn
- Advisor Commitment to Community and Advisor Training are linked at the beginning of the application under Basic Information.
- Advisor documents are due September 13 by 5pm
- Does not impact your ability to table at RSO Spotlight Fairs, but we cannot fully approve your application without them

Other Requirements

Good Standing

- RSOs must be in good standing with the Office of Community Expectations and EEO-TIX (RSO and all officers)

Additional Approvals

- Specific schools/departments
- Approvals for specific activities (e.g., working with youth)
- Groups must by all university policies

Questions?

- Stuacts@usc.edu is our dedicated RSO email
- Emails are reviewed in the order they are received.
- If you email individual staff members, response time will be slower as messages are redirected to stuacts@usc.edu