

# 2023-2024 REGISTERED STUDENT ORGANIZATION REGISTRATION

## STEPS AND TIMELINE



### STEP 1: UPDATE YOUR RSO ROSTER

Make sure you have updated your RSO's roster to remove those no longer participating or graduating.



### STEP 2: IDENTIFY YOUR OFFICERS FOR 2023-2024

Hold elections in accordance to your constitution, identify a full-time faculty/staff member as an advisor, update on Eagle Link.



### STEP 3: REVIEW YOUR ORGANIZATIONS CONSTITUTION

Make sure your constitution has required components and is reflective of organizations current practices and purpose.



### STEP 4: CREATE AN ITEMIZED INVENTORY

Using the template provided by OSI create an itemized inventory of your organization's current supplies and materials.



### STEP 5: COMPLETE RE-REGISTRATION FORM ON EAGLE LINK

Using information from Steps 1-4, a student officer for the 2023-2024 academic year must complete the re-registration form between March 29th and April 26th



### STEP 6: ATTEND RSO TRAINING

The 2023-2024 President, Vice-President, Secretary and Treasurer for the RSO must attend one of the mandatory RSO trainings. These are offered April 10th-May 5th and can be found on OSI's Eagle Link page under events.



### STEP 7: COMPLETE OFFICER AGREEMENTS

The President, Vice-President, Secretary, Treasurer and Advisor must complete these before May 5th at 11:59pm. Student Officers will receive after training, [advisors can access starting April 10th.](#)



For more details scan or click [HERE](#)

Questions? Email [osi@fgcu.edu](mailto:osi@fgcu.edu)

FSL Re-Registration will open on April 1st and Sports Clubs Re-Registration will open April 5th. Please see their respective Eagle Link pages for more information.