

The Steps to Recognition

The Recognition Process for Student Organizations

The Recognition Process for student organizations is meant to be a time of development for the group seeking status as a Recognized Student Organization (RSO) by Missouri S&T. This process is in place to ensure that the developing organization is able to; align with the values of the university, stand on its own and thrive, adheres to university policy, serves a purpose that is unique, and is open to all students with no discriminating factors. The benefits of being an RSO are immense, however some work must be done to earn these resources for your organization. The following Steps to Recognition must be taken to receive full status as an RSO at Missouri S&T.

Step One – Initial Meeting (due by the end of the 4th week of the semester)

Set up an appointment to meet with a Peer Involvement Advisor in the Office of Student Involvement in 241 Havener Center. Please complete the two documents below before filling out [this MinerLink form](#), and a PIA will reach out to you to set up an appointment. Just the initial form needs to be completed by the deadline above, not the initial meeting itself.

You can find the following potential RSO documents [here](#):

- Potential Recognized Student Organization Form
- Potential Recognized Student Organization Preliminary Questions

Step Two – Documentation (deadlines listed below)

Your Peer Involvement Advisor will discuss the four documents listed below with you in your initial meeting, including their purposes and requirements. Your PIA will work with you through (likely multiple) drafts and revisions of a constitution and risk management plan. Templates for the constitution and risk management plan, as well as the roster and advisor forms, are located [here](#).

You will need to submit and receive approval for the following items for your file to move forward:

- Constitution ([submit here](#) – first drafts due by the end of the 6th week of the semester)
- Risk Management Plan ([submit here](#) – first drafts due by the 6th week of the semester)
- Membership roster ([submit here](#) by the end of the 10th week of the semester)
- Advisor Consent Form ([submit here](#) by the end of the 10th week of the semester)

Step Three – New RSO Presentation (ready to present by end of the 12th week of the semester)

Your PIA will put together a New RSO Presentation Panel, who you'll present on your organization to. A list of parameters for your organization's presentation will be given to you prior to the meeting. This is an opportunity for you to "pitch" the organization to other students who have a pulse on the campus climate and identify how your group will impact the student body in a positive way. After your presentation, the committee will make a recommendation to grant recognition status, or they will make further recommendations to your organization for development before recognition is granted.

You have the option to submit your presentation draft to your PIA for feedback:

- New RSO Presentation ([submit here](#))

Step Four – RSO Approval/Disapproval (by end of the semester)

Your organization's file, all the documents from steps one through three, will be reviewed first by the Director of Student Involvement, and then passed along to Office of the Vice Chancellor of Student Success for final approval. Your organization will receive notice of recognition approval from the Office of Student Involvement if it is given by the Office of the Vice Chancellor.