



Registered Student Organization Requirements

Re-registration must be completed by October 1, for Fall and February 1st for Spring of each academic year. This is required in order to inform Student Life of your active status.

In order to be considered for any level of funding or other support from the office of Student Life, student organizations must be Registered and considered in good standing. To become and maintain Registered Student Organization (RSO) status, organizations must meet all the requirements below. Please note that travel funding will be prioritized by RSOs who exceed the service and participation requirements.

Member Requirements

- Organization must have a minimum of 5 members who are each taking a minimum of 3 credits at the Hialeah Campus and must have at least a 2.0 GPA.
- Advisors must be faculty or staff members of MDC Hialeah Campus.

SharkNet

- SharkNet must be up to date with current members, picture/logo, contact information, current constitution, and list of meetings/events.

Inter Club Council Meetings:

- At least one member and the Advisor of each organization must attend every ICC. All members are welcome. If a member cannot attend the required meeting, an appointment must be made within one week with a member of the Student Life Team.

Service Hours

- 10 hours of service per organization must be registered with iCED each semester. This can be completed online through <http://www.mdc.edu/main/iced/students/>
- These hours must also be logged in SharkNet: sharknet.mdc.edu



United Way

- Each organization must assist with United Way Fundraising October-November of the Fall Semester.

Funding

- Existing active organizations in good standing may receive up to \$300.00 per academic year.

In order to utilize these funds a Student Life Fund Request form **must be submitted with two weeks advance of the purchase**. If Fund Request is approved, Student Life will make the purchase directly. **Only if necessary and approved in advance, advisors may make the purchase and submit a detailed receipt to the Director of Student Life** (hard copy and electronic copy via email). If approvals have not been granted in advance of purchase, reimbursements will not be issued.

Additional Funding

- Additional funding can be requested for Registered Student Organizations who go above and beyond for their campus and surrounding community. These requests can be made through Student Government Association by completing the Student Life Fund Request form. Participation in Engagement activities such as the ones listed below must be recorded and reported to the office of Student Life for funding consideration. Student Government Association Eboard will review and approve or deny.

Participation in Days of Service

Recipients of PVSA Group Awards: student clubs and organizations that collectively complete more than 200 hours of service

Heritage Month or College Initiative Participation/Volunteerism

Student Organizations who participate and raise funds for the United Way campaign

MDC Empowered Program participation

Travel Funding

Please note that RSOs are required to raise at least 50% of the travel cost through Fund Raising or other sources.