

RSO RE-REGISTRATION STEP-BY-STEP INSTRUCTIONS

- Note: If you are forming a new group (not currently active in HogSync) please email rso@uark.edu for that process.
- Re-registration should be completed by the President or Treasurer of your RSO. If the President or Treasurer is not listed in HogSync, please have advisor email rso@uark.edu so we can add them.
- There are three steps required to re-register your RSO. All three steps must be completed by May 12, 2024. Your re-registration submission will be reviewed after all steps are completed. Details of each step are listed below.

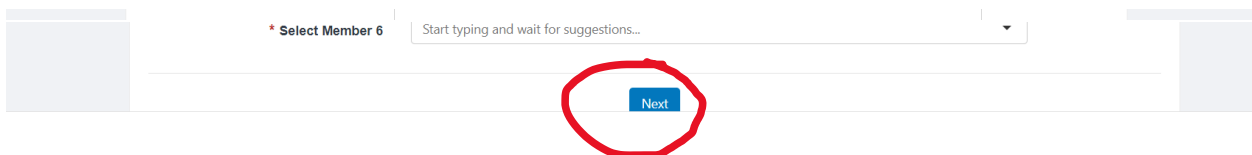
- Re-registration Form – You will need your RSO logo, constitution, and list of RSO officers and members.
- RSO Advisor Certification Form – Must be submitted by each RSO advisor every year.
- RSO President/Treasurer Quiz (both the president/treasurer you list on the re-registration form must complete this with a score of 80%) - Hint links are included throughout the quiz.

Step 1: Re-Registration Form

1. Open Hogsync and go to your RSO group page. There will be a blue box at the top that prompts you to reregister your RSO. Click on the blue tab that says, "Group Re-Registration."



2. Complete the information on the form. This will include basic information about your RSO, an upload of your constitution and logo, and officer/advisor information. Make sure the information you are putting into the form is accurate and most up to date. When finished, click next. A couple of notes:
 - You will have to upload your logo twice, once at the top of this page, and again later in the form.)
 - You are limited to 10 officers. If you have more than 10 officers, once re-registration is complete you can submit an Officer/Advisor Update Form.
 - Any officers not listed on your re-registration form that are currently in HogSync will be removed when the re-registration is approved.



3. Fill out the following information which assesses your need for a Worktag. This section is where you will upload the logo again. Then, click Next.

CampusGroups. Organizations and the registration process at the University of Arkansas. *

RSO's that have financial transactions must have an on-campus account, called a Worktag. RSO's cannot have off campus accounts. We want to make sure you are aware of your Worktag, if any, and its balance. Please visit <https://osa.uark.edu/registered-student-organizations/finances-and-fundraising.php> to see how to check your Worktag number and balance, and then respond accordingly here.

Please select the answer that reflects your Worktag needs: *

- Our RSO does not anticipate financial transactions, so we do not need a Worktag.
- Our RSO has a Worktag, and the number is (format AGxxxxx).
- Our RSO does not have a Worktag, but we would like to request one.

Comments:

5. Please upload your RSO logo. (This is required so we can review and approve it prior to your RSO being approved.) (Mandatory) *

Upload file

Save As Draft

Next »

4. Continue to the next page and fill out the following information. The following screenshots will show you what your screen will look like if you choose yes or no.

If you choose no:

Local, State, National, or International Affiliation

This page collects information on any local, state, national or international affiliations your RSO holds and provides important information about these affiliations.

Is your RSO affiliated with a local, state, national, or international organization, business, or entity? *

- Yes
- No

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Save As Draft

Next »

If you choose yes:

5. Finally, sign the non-discrimination statement and submit!

Is your RSO affiliated with a local, state, national, or international organization, business, or entity? *

Yes
 No

Please list the name of your local, state, national, or international affiliation(s). If your RSO is not affiliated with a local, state, or international group please type n/a *
(Minimum words: 1)
(Maximum words: 100)

RSO's that have off-campus affiliations should be aware of the following important points:

- All reservations should be made in the name of someone from your RSO, not the affiliate.
- Your RSO is responsible for all actions of any individuals or groups you invite to campus through the benefit you receive as an RSO of making reservations.
- It is our expectation that someone from your RSO will be in attendance at the event for the entire duration of the reservation period.
- Any advertising or promotions done for this event, including registrations, should make clear that the RSO is sponsoring the event, not the University of Arkansas or an off-campus entity.
- The Web Presence Policy applies in all instances, meaning you can only use the phrase "University of Arkansas" after your name and the words "at the". This includes references to the location - you cannot put "University of Arkansas" anywhere except after your RSO name. Use of building names is allowed (example, Arkansas Union Verizon Ballroom).
- All fundraising and trademark policies, as well as all other RSO and University policies, are in effect for any activities involving your affiliates.

If you have read and understood the bullet points above, please write your name. *

« Back Save As Draft Next »

By signing below, I acknowledge the Compliance and Non-Discrimination Statement as noted above. *

Submit

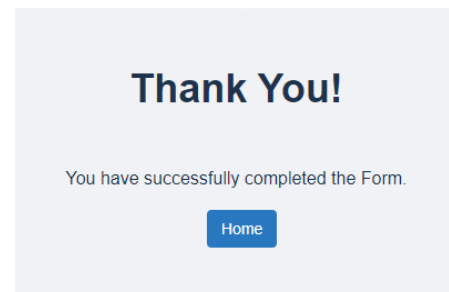
6. When completed, you will see this screen and receive a confirmation email.

Step 2. Advisor Certification Form- Have your faculty or staff advisor fill out the following information.

Use this link or scan the QR code to access. As a reminder your advisor must not be a student or graduate assistant (unless it is required by their GA position). <https://cglink.me/2uB/s795>



resident/Treasurer Quiz- Both president and Treasurer and on the re-registration form will need to fill this out



individually and score at least 80%. Follow the link or QR code to access.

<https://cglink.me/2uB/s793>



Questions? Please email rso@uark.edu.