Registered Student Organization Officer Guide

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We're excited to have you in a leadership role! This guide is here to make your journey easier and to help your organization thrive.

Purpose of the Guide

To provide Registered Student Organizations (RSOs) at the University of Arkansas with comprehensive instructions, requirements, and resources for starting, maintaining, and managing their organization in compliance with university policies.

Benefits of Being a Registered Student Organization

Registered Student Organizations (RSOs) at the University of Arkansas enjoy a wide range of privileges and opportunities that support student engagement and organizational success. These benefits include:

- Hosting fundraisers such as tournaments, donation requests, bake sales/food sales, merch sales and percentage nights at local restaurants like Village Inn (with prior approval)
- Collecting dues from members (with prior approval)
- Applying for ASG OFA funding
- Reserving and using university facilities
- Maintaining a university-affiliated checking account (worktag)
- Participating in campus events such as the SOOIE Involvement Fair, Hillfest, and Cardinal Nights
- Being featured in university publications, websites, and newsletters
- Utilizing university-hosted organizational email accounts, websites (set up through HogSync), and listservs
- Accessing the RSO Resource Room and meeting space in the Student Engagement Hub
- Using the university name in publicity and press releases (must be listed as "RSO name at the University of Arkansas")
- Incorporating university spirit symbols and trademarks into promotional materials (with prior approval through trademark licensing)

These benefits are designed to help RSOs thrive, connect with the campus community, and operate effectively within university guidelines.

Getting Started: Required Items to Start an RSO

- **RSO Constitution:** A governing document outlining your organization's purpose, structure, and operations.
- **RSO Logo:** RSOs may not use academic logos or trademark items in their logo. You may identify as "RSO at the University of Arkansas" but must avoid using official university branding.
- **Required Officers:** President and Treasurer are mandatory and serve as default checkwriters. To authorize additional officers as checkwriters, submit the **Officer/Advisor Update Form.**
- **Minimum Membership:** 6 members (this can include officers)
- **NEW RSO Form:** Complete **this form** to initiate the registration process.
- **NEW Advisor Certification Form:** Your advisor must complete and submit **this form** to confirm their role.

Officer, Member, and Advisor Eligibility

To serve as an officer in an RSO, students must meet the following criteria:

- **GPA Requirement**: Minimum 2.25 cumulative GPA
- **Full-time Enrollment Status:** 12 hours for undergrad/law, 1 for grad
- **Good Standing:** Must not be on conduct probation with the Office of Student Accountability or on academic integrity probation with the Office of Academic Initiatives and Integrity.

Member requirements: Must be enrolled in at least one class at the University of Arkansas

Advisor requirements: Must be a full-time faculty or staff member. Graduate Assistants may serve as advisors only if RSO advising is included in their official job description.

Co-Curricular Eligibility Verification

- The Office of Student Involvement & Leadership (SIL) conducts regular co-curricular checks to ensure officers meet eligibility requirements.
- By accepting membership to an RSO organizational site on HogSync, a student is providing authorization to the Office of Student Involvement & Leadership to verify the student's enrollment status in accordance with the RSO eligibility standards listed in the **Code of Student Life**. Similarly, any student who is listed as an officer on an RSO roster, as submitted by the RSO's President, is deemed to have provided authorization for the Office of Student Involvement & Leadership, the Office of Student Accountability, and the Office of Academic Integrity, to verify the student's co-curricular eligibility throughout the academic year in accordance with the RSO officer requirements listed in the Code of Student Life.
- See the **Student Handbook** for more information

Officer Eligibility Appeals

- Officers may appeal if they do not meet GPA or enrollment requirements.
- Appeals are NOT available for students on conduct or academic integrity probation.
- Submitting an appeal does not guarantee you will remain in your officer role.
- Appeals are reviewed by the Associate Director for Student Involvement and Leadership, or the Assistant Director for Registered Student Organizations, who will contact you with a decision.

Next Steps If You Do Not Meet Co-Curricular Requirements or Your Appeal Is Denied:

- Inform your RSO's leadership team immediately so an eligible member can assume your role.
- Your RSO must submit an **Officer/Advisor Update Form** to ensure the new officer is reflected in HogSync.

Annual RSO Re-registration

- Re-registration is required every spring semester to maintain your RSO's active status and access to university resources. Failure to complete re-registration by the deadline will result in loss of RSO privileges, and your HogSync page will be locked.
- Re-registration includes: President Quiz, Treasurer Quiz, Advisor Form, and Re-Registration Form

Navigating HogSync

RSO forms can be found on the Registered Student Organizations HogSync page under the *Surveys* tab:

- **RSO Check Request Form**
  Request a check from your RSO's worktag account (used for vendor payments, reimbursements, etc.)

- **Officer/Advisor Update Form**
  Submit this form to report leadership changes for your RSO, including officer and advisor additions, removals, role changes and check-writing access updates in HogSync.

- **President/Treasurer Quiz**
  All new incoming presidents and treasurers are required to take this quiz.

- **Advisor Certification Form**
  Required form for all RSO advisors to acknowledge their responsibilities.

- **Email Account Setup Form**
  Request a new official university email address for your RSO.

- **RSO Mailbox Access Management Form**
  Update who has access to your RSO's existing email account.

- **Fundraiser and Dues Notification Form**
  Notify the university of any planned fundraising activities or dues collection.

- **RSO Worktag Request Form**
  Request a financial account (worktag) for your RSO to manage funds. A worktag is required to reserve space on campus.

- **RSO Leadership Requirements Appeal Form**
  Officers may appeal if they do not meet GPA or enrollment requirements. Appeals are NOT available for students on conduct or academic integrity probation.

- **Trademark Request Form**
  Request permission to use the University of Arkansas spirit logos or branding on merchandise or promotional materials. Academic logos including images of buildings on campus are not available for use.

Managing Your RSO in HogSync

Use the Dashboard > Settings tab to manage your RSO's basic information and operations:

- **Basics –** View your group name, group type, categories, acronym, logo, mission, membership benefits, goals, and constitution

- **Contact Information –** View your group email and website**.**

- **Membership –** **Set up and manage membership dues.**

- **Payments –** Find your School Accounting (Worktag) Number here.

Other Key Tabs:

- **Officers –** View your officer list

- **Group page –** Customize your RSO's page

- **Members –** View and manage your member list.

- **Emails –** Send announcements and updates to members.

- **Events –** Create and manage events, including fundraisers.

- **Website-** Showcase your mission and activities to other RSOs, post announcements, and share event details.

- **Money –** Check your RSO's current account balance.

- **Files –** Upload and organize important documents for easy access by your officers.

Event Planning and Resources

Step 1: Room Reservations

- Timeline Tip → Start planning at least 4 weeks before your event to allow for approvals and reservations.
- Arkansas Union Reservations → Only checkwriters (typically the president and treasurer) can reserve
- Room reservations are free for RSOs (the rental equipment may cost extra).
- Cancel at least 24 hours in advance → email auevents@uark.edu
- **3 no-shows = loss of booking privileges**
- Outdoor Space Reservations → may require approval/security assessment
- HPER Reservations → contact HPER administration
- Other buildings → see Building Reservation Guide

Step 2: Catering Guidelines

- Arkansas Union events → if your event is in the Union, all food must be ordered from Ozark Catering , must be ordered 5 days in advance (unless you're bringing less than $200 worth of pre-packaged snacks).
- Other campus spaces → any caterer (check building rules)

Step 3: Publicity

- Review the Publicity Checklist
- Follow the Campus Posting Guide
- Submit flyers, use digital displays, or request an RSO email address.

Step 4: RSO Weekly Email

If your RSO has an event you would like to be featured in the RSO newsletter, please submit the following form. Please note that submissions received after Thursday will not be featured in the following Monday's newsletter.

Step 5: Event Resources

Coke Donation Request (1 week in advance) Please be aware that supplies are available in limited quantities and cannot be guaranteed.

RSO Support Contacts and Tools

- **RSO Team Contact**
  Email rso@uark.edu, Phone 479-575-5255
- **SOOIE** SOOIE | Student Involvement & Leadership | University of Arkansas
  Your go-to for RSO support and involvement connections.
- **Trademark Licensing Website** Trademark Licensing University of Arkansas
- **Licensed Vendors List** License Search – CLC
- **Treasurer's Office – RSO Checking Account Information** RSO Accounts

Sales & Payment Processing

If your RSO plans to sell merchandise, collect dues, charge event registration fees, or accept other payments online, you must use **HogSync Stores**.

RSO officers can create and manage their own online stores directly through their organization's HogSync page. HogSync Stores allow organizations to:

- Sell merchandise and other approved items
- Collect dues and event payments
- Add and edit products
- Manage inventory and availability
- Maintain store operations within HogSync

Before you Set Up a Store
Organizations must submit the Fundraisers and Dues Notification Form and receive approval before setting up or using a store. For assistance with setting up a store, review the **HogSync Store Setup Guide**, or contact hogsync@uark.edu.

Prohibited Payment Systems

- Third-party platforms like Venmo, Square, PayPal, Cash App, Zelle, etc. are not allowed.

Setting Up and Managing RSO Dues

To set up a dues page in HogSync, follow this **guide**.

Managing RSO Finances: Deposits, Checks, and Guidelines

How to Make a Deposit

Complete an RSO Deposit Form
• Be sure to include your worktag (AG Number) on the form
•Take your funds (cash and/or checks) to First Security Bank (640 N. Garland, Suite 106)
• Monday - Friday, 9AM – 4PM
• Provide your RSO name and AG number (worktag number)
• Obtain a receipt from First Security Bank
• Bring your completed RSO Deposit Form to the Treasurer's Office (640 N Garland, Suite108)
•Monday – Friday, 9AM- 4PM
Important: Effective August 2026, RSOs no longer bring deposits directly to the Treasurer's Office. All cash and check deposits must first be taken to First Security Bank (640 N. Garland Ave., Suite 106) before submitting the RSO Deposit Form to the Treasurer's Office (640 N. Garland Ave., Suite 108).

When to Deposit Funds

- $100 or less: Deposit within 1 week
- Over $100: Deposit within 24 hours or next business day

Rules for Accepting and Writing Checks

- Checks must be made payable to your RSO name, not "University of Arkansas."
- Checks must not be made out to 'cash' or to individuals reimbursing themselves.
- Receipts must be uploaded when:
  Requesting a check for $300 or more
  Reimbursing faculty or staff for any amount

RSO Check Requests

- Checks are printed on Tuesdays and Fridays.
- Submit the RSO Check Request Form by 2 p.m. the day before (Monday or Thursday).

- If a check is not mailed, it must be picked up by the requestor or recipient within 3 business days after printing. Unclaimed checks will be mailed on the 5th business day.

Tax-Deductible Receipts

- RSOs cannot issue tax-deductible receipts unless they are a 501(c)(3) or recognized nonprofit.

Using Your RSO Worktag Account

To access and use your worktag, your RSO must:

- Be currently registered and active in HogSync (not hidden or locked).
- Understand that only your RSO can deposit funds into this account.

RSOs are responsible for monitoring their on-campus worktag account regularly. We recommend that checkwriters review posted transactions **weekly** to track expenses and ensure accuracy.

Helpful links:

- How to access your Worktag (checking account) number and balance
- RSO Worktag Request
- RSO Deposit Form
- RSO Financial Policies and Procedures
- RSO Check Request Form

RSO Fundraising and Financial Guidelines

- **RSO Dues & Fundraisers** – Funds are kept in an on-campus worktag account. No outside bank accounts are allowed.
- **Departmental Support** – Departments cannot put money directly into worktag accounts but may pay vendors directly.
- **ASG Funding** – Available via **Office of Financial Affairs**
  - Only Presidents/Treasurers can apply.
  - **No reimbursements**.
  - Must apply 4 weeks before event/payment due date. If a university break falls during the 4-week period, you will need to make the request earlier.

Important Departmental Limits

- Departments cannot purchase items for an RSO to sell.

- RSOs cannot "donate" funds to university departments.

Tax and Legal Considerations for RSOs

RSOs are not tax-exempt under the University's status and may not use the University's EIN. You may not complete a W-9 unless your RSO has its own 501(c)(3), or your national organization provides one.

Frequently Asked Questions

What is a typical timeline for getting a worktag?
Please allow up to two weeks for processing. Once your worktag has been issued, we will send you an email with your worktag number and additional information.

Is there a tax ID we are allowed to use for donations to our RSO?
RSOs often ask us about tax-exempt status or W-9 forms. Please note that your RSO cannot give tax-exempt receipts to donors, unless you have formed your own 501c3 (nonprofit) or have been granted that status by your national organization. Because RSOs are separate from the University, you are unable to use the University's EIN number per university policy. This means that you cannot complete a W-9 or anything that requires an EIN or Tax ID number, unless you have non-profit status as noted above.

My RSO would like to hold a donation request fundraiser. How can we create a link so donors can give at their convenience?
You can set up your fundraiser as an event in HogSync. Follow these steps:
1. On your RSO's HogSync page, click Events.
2. In the upper-right corner, select Create Event.
3. Complete the key sections: What, When, Where, Photo & Flyer, and Access & Display Options.
4. Under Registration Options, click Edit. Enter your fundraiser details, including the donation amount, then select Save in the bottom-right corner.
5. Once all information is correct, click Create Event to publish it. After publishing, a shareable event link will be generated. To access it, click the three dots in the upper-right corner of your even page and select Copy Link.
6. You can then share this link with alumni, supporters, and others so they can donate anytime at their convenience

How do I add a shared mailbox to my Outlook email account?

Please refer to this guide to add a shared mailbox to your Outlook email account.

My RSO is interested in becoming a Club Sport. What steps do we need to take?

To explore transitioning into a Club Sport, please visit the University Recreation Club Sports FAQ page. Under the heading *"How Do I Start a Club",* you'll find detailed guidance on eligibility, application steps, and requirements for club sport recognition.

My RSO would like to give out graduation cords or stoles. How do we go about that?

Here are a few important things to keep in mind:

- University Policy: According to the Commencement Regalia Policy**,** red and white cords and stoles are reserved exclusively for university honors. RSOs must choose alternative colors to avoid conflicts with official regalia.
- Vendors: While some RSOs have successfully used this company, Graduation Stoles & Cords - Caps & Gowns, Tassels, Honor Cords in the past, you are welcome to use any vendor of your choice. Be sure to check the list of licensed vendors if you want to stay within university-approved options.
- Purchasing Process: Once you've selected a vendor and received an invoice, make sure your RSO account has sufficient funds. Then, submit an RSO Check Request Form to initiate the payment process.