

<b><u>Status</u></b>	<b><u>What it means</u></b>	<b><u>Restrictions</u></b>	<b><u>Actions on your part</u></b>	<b><u>Timeline</u></b>
<b>Active</b>	Good to go! You're in good standing with our office and don't need to do anything else.	Follow the policies and guidelines found on the <a href="#">RSO Website</a> .	Enjoy the <a href="#">benefits of being an RSO!</a>	<b>Don't forget to re-register for the next academic year beginning April 15!</b>
<b>Name Change pending</b>	An officer or advisor in your RSO has changed the name of your RSO.	You will be unable to write checks when you are in this status, and if you reserve a room you will be advised that you must address this status prior to the date of your meeting. Additionally, any fundraiser or trademark forms will be held until your status is Active, and you will be unable to complete password change requests.	Email <a href="mailto:rso@uark.edu">rso@uark.edu</a> with the old name, the new name, and reason for the change. We'll update our files and reactivate your RSO.	<i>Please allow 1 full business day after sending the email for us to process your request.</i>
<b>Officer Change Pending</b>	You have previously been approved as an Active RSO, but something has changed in your officer listing in the <a href="#">RSO Database</a> . This could include: <ul style="list-style-type: none"> <li>- Your RSO added a new officer</li> <li>- Your RSO removed an officer</li> <li>- Your RSO changed an officer to a new position</li> <li>- Your RSO changed or added an</li> </ul>	You will be unable to write checks when you are in this status, and if you reserve a room you will be advised that you must address this status prior to the date of your meeting. Additionally, any fundraiser or trademark forms will be held until your status is Active, and you will be unable to complete password change requests.	Please complete an <a href="#">Officer Update Form</a> (only new officers or advisor need to sign) and submit it to the Office of Student Activities, Arkansas Union A665. Signatures are required to 1) verify the student agrees to serve in the designated role and 2) authorize the Office of Student Activities to verify co-curricular eligibility. Therefore, signatures are needed with new officers and changes from member to officer roles. If an officer moves from one officer position to another (such as secretary to treasurer) we just need an email from that student's UARK account to <a href="mailto:rso@uark.edu">rso@uark.edu</a> stating that he or she	<i>Once we receive the <a href="#">Officer Update Form</a> in our office, please allow 3 full business days for us to process your request.</i>

	advisor		<p>agrees to serve in the designated role.</p> <p>If you REMOVED an officer, or if you undid a change, email <a href="mailto:rso@uark.edu">rso@uark.edu</a> with the description of your actions, and let us know that there is not anyone new to sign, and we'll reactivate your RSO.</p> <p>If no one in your RSO has made any updates, it's likely that we placed your RSO in this status due to an ineligible officer. In that case we communicate directly with the student and, for privacy reasons, are unable to disclose any information to another student. However, your <b>advisor</b> can contact <a href="#">Rosa Edwards</a> or <a href="#">Trisha Blau</a> and we can verify whether that is the situation and inform the advisor which student was emailed, so that the advisor can communicate with the student as needed.</p>	
<b>New RSO Awaiting Approval</b>	We have not yet received all the materials to activate your RSO.	New RSO's will not have any benefits until you complete the initial registration process.	Please check the "Organizational Information" section of the <a href="#">RSO Database</a> to see what your RSO still needs to complete.	<i>New RSO's have 4 weeks to complete all registration requirements, including orientation, starting the day you start the registration process. If you fail to complete the process during this window you will have</i>

				<i>to start over to form a group.</i>
<b>Awaiting Approval</b>	If you are a <b>returning RSO</b> , you will only see this status during the annual renewal period. This is a temporary status when you begin the renewal process.	Returning RSO's will retain benefits while in Awaiting Approval status until June 30, 2014.	You can view the needed items to complete renewal by reviewing the "Organizational Information" section of the <a href="#">RSO Database</a> .	<i>Once all documentation and officer orientation requirements are submitted, please allow 5 full working days for us to process your re-registration or new registration.</i>
<b>Renewing</b>	All RSO's (except those Deactivated) are placed into "renewing" status on April 15. Your RSO will remain in "renewing" status until you begin the annual re-registration process (deadline: September 15).	Renewing RSO's are eligible to retain RSO benefits until June 30, 2014.	Once you edit members in the <a href="#">RSO Database</a> , your RSO will move out of this status into Awaiting Approval. Be sure to download the RSO Re-registration packet	<i>Once all documentation and officer orientation requirements are submitted, please allow 5 full working days for us to process your re-registration.</i>
<b>Deactivated</b>	RSO's that do not renew by the September 15 deadline will be deactivated. Deactivated RSO's will have a second opportunity to re-register during a two-week period in January.	Deactivated RSO's cannot exercise any campus privileges such as space reservations, access to checking account, RSO email, fundraising, use of trademark/logo, etc.	RSO's that fail to re-register for a full academic year will remain in Deactivated status for the next year, and will be allowed to re-register during the April 15-September 15 or January re-registration periods but will not receive renewal notices (since Deactivated RSOs typically have officers who are no longer involved with the organization).  RSO's that do not re-register after two academic years will be archived. When an RSO is archived, any funds in that RSO's checking account are rolled into	

			a general fund for RSO support, providing resources for the RSO workroom, RSO meeting spaces, and RSO Educational Events.	
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