



New Registered Student Organization (RSO) Registration

RSO@GMU.EDU
Student Involvement, George Mason University

New RSO Registration Timeline Overview



Priority Guaranteed Start-Up in Fall (August)

Registration Application Opens

- Incoming President Submits Application
- Officers "Accept" their roles
- Tier 2 Only: Advisor accepts their role
- Officers review the online trainings

Summer

- GPA Checks occur
- 25Live Accounts Created (on-campus space reservations)
- RSO Org Codes/Chart P Accounts Created (on-campus budget account)

After May 1, 4pm

- Incomplete applications are placed on hold until the next registration windows



Academic Year Registration Windows

Registration Application Opens

- Incoming President Submits Application
- Officers "Accept" their roles
- Tier 2 Only: Advisor accepts their role
- Officers review the online trainings

If Approved

- GPA Checks occur
- 25Live Accounts Created (on-campus space reservations)
- RSO Org Codes/Chart P Accounts Created (on-campus budget account)

If Not Approved

- Incomplete applications are placed on hold until the next registration window

Check for all Registration Dates:

<https://si.gmu.edu/rso/#registrationdeadlines>

Club Sports have a separate registration (please contact the [Mason Recreation Team](#))

Registered Student Organization (RSO) Tier Description

1

Basic Meeting Rooms

Standard Setup of Space

Basic Outdoor Space Requests (i.e. Table on North Plaza/SUB I Quad, etc.)

Events Production limited to equipment that is provided free of charge (ex. wired microphone)

[RSO Tier 1 Space Listing](https://si.gmu.edu/wp-content/uploads/2020/04/RSO-Tier-1-Space-Listing.pdf)* from 25Live:

<https://si.gmu.edu/wp-content/uploads/2020/04/RSO-Tier-1-Space-Listing.pdf>

2

Basic Meeting Rooms

Large Scale, Outdoor Space Requests

JC Cinema, Corner Pocket, JC Dance Studio and Technology Classrooms

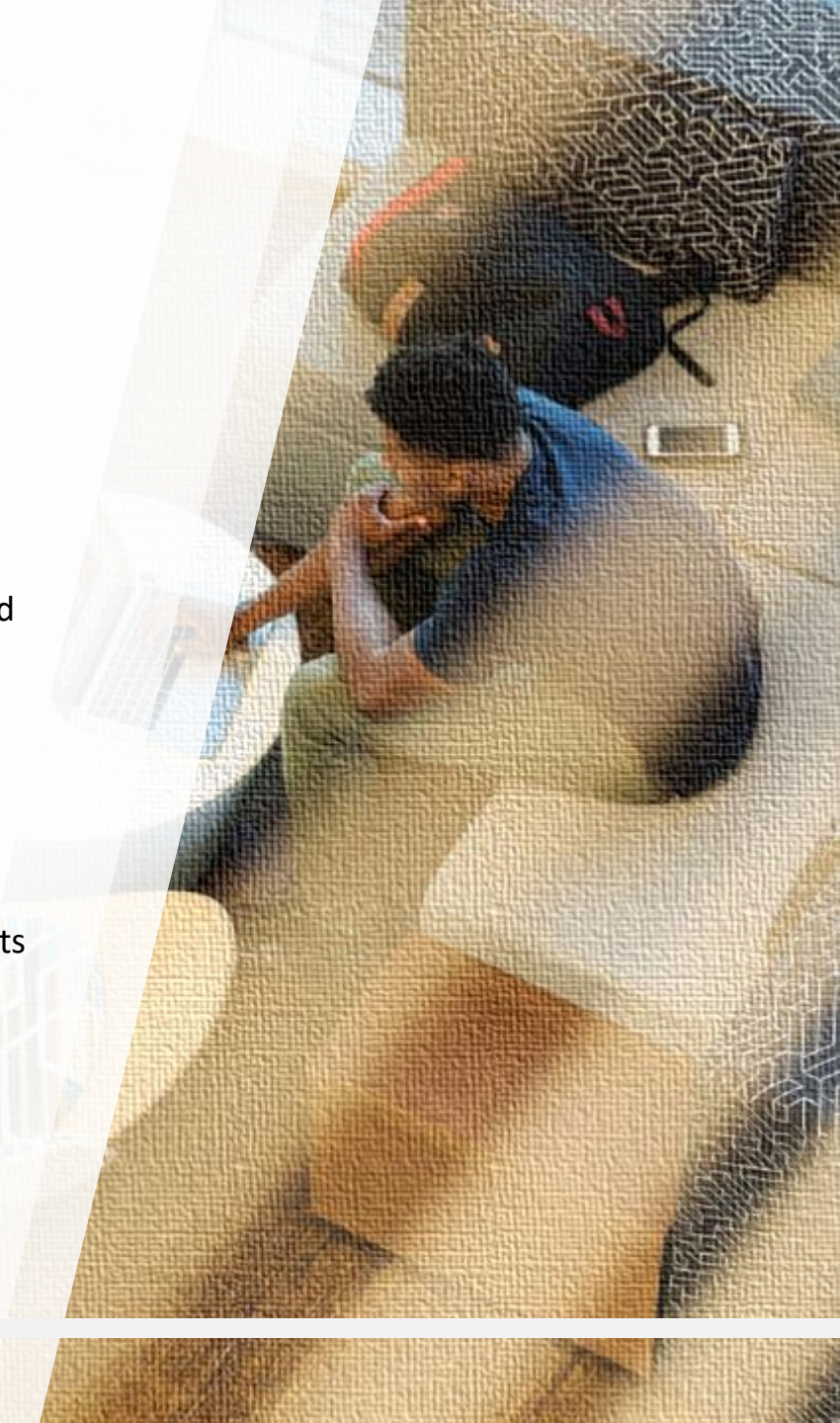
ACCESS to Major Programming Spaces: Dewberry Hall, HUB Ballroom, JC Bistro, CFA, Harris Theater, and all special space requests, case by case.

Complex/Non Standard Setup of Space
Advanced, Complex Events Production requests

[RSO Tier 2 Space Listing](https://si.gmu.edu/wp-content/uploads/2020/04/RSO-Tier-2-Space-Listing.pdf)* from 25Live:

<https://si.gmu.edu/wp-content/uploads/2020/04/RSO-Tier-2-Space-Listing.pdf>

[Tier Models for New RSO Registration Explained](#)



RSO Tier Requirements

1

Minimum of two officers & four Founding members (6 total)

1. President (Required)*
2. Treasurer (Required)*
3. Founding Member
4. Founding Member
5. Founding member
6. Founding Member

All 6 students must accept their roles VIA the Mason360 email invite

**President and Treasurer must pass the cumulative 2.0 GPA check and review the officer trainings before accepting their roles. Both officers will be assigned a 25Live account (on-campus space reservations)*

2

Minimum of four officers, four Founding Members, one advisor (9 total)

1. President (Required)*
2. Treasurer (Required)*
3. Officer*
4. Officer*
5. Founding Member
6. Founding Member
7. Founding member
8. Founding Member
9. Advisor**

All 8 students and advisor must accept their roles VIA the Mason360 email invite

**President, Treasurer, and the two other officers must pass the cumulative 2.0 GPA check and review the officer trainings before accepting their roles. Two officers will be assigned a 25Live account (on-campus space reservations)*

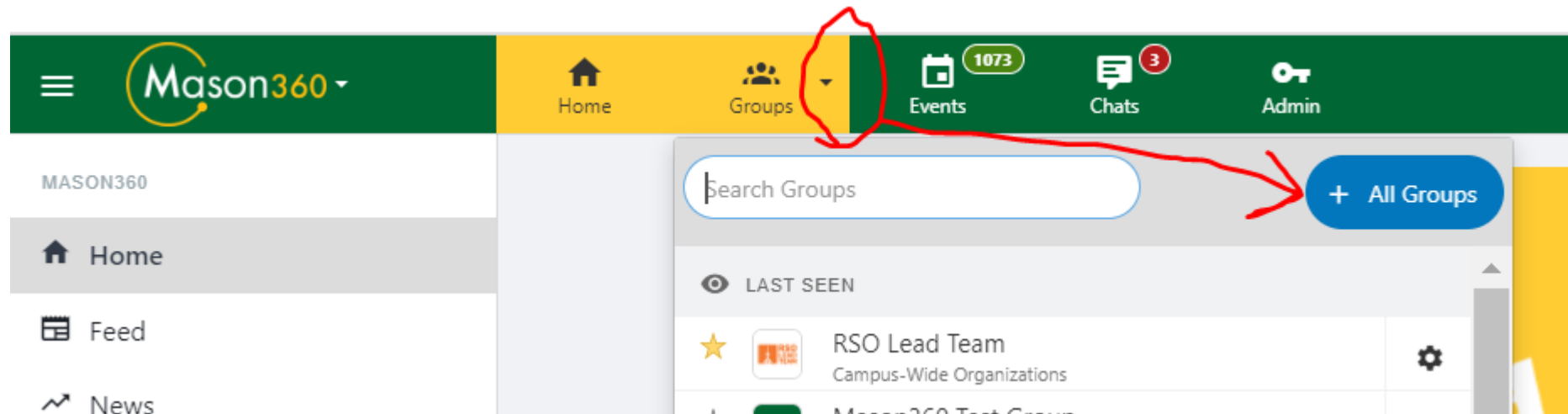
*** RSO Advisor must be a George Mason University faculty or staff member and review the trainings before accepting role*

The Four Founding Members must be unique from the officers



New RSO Registration on Mason360

What to expect!



New Registered Student Organization Requests Only

Before applying, **review our New RSO Registration Website for instructions:** <https://si.gmu.edu/rso/#registernew>

Need Help? Contact the RSO Lead Team at rso@gmu.edu

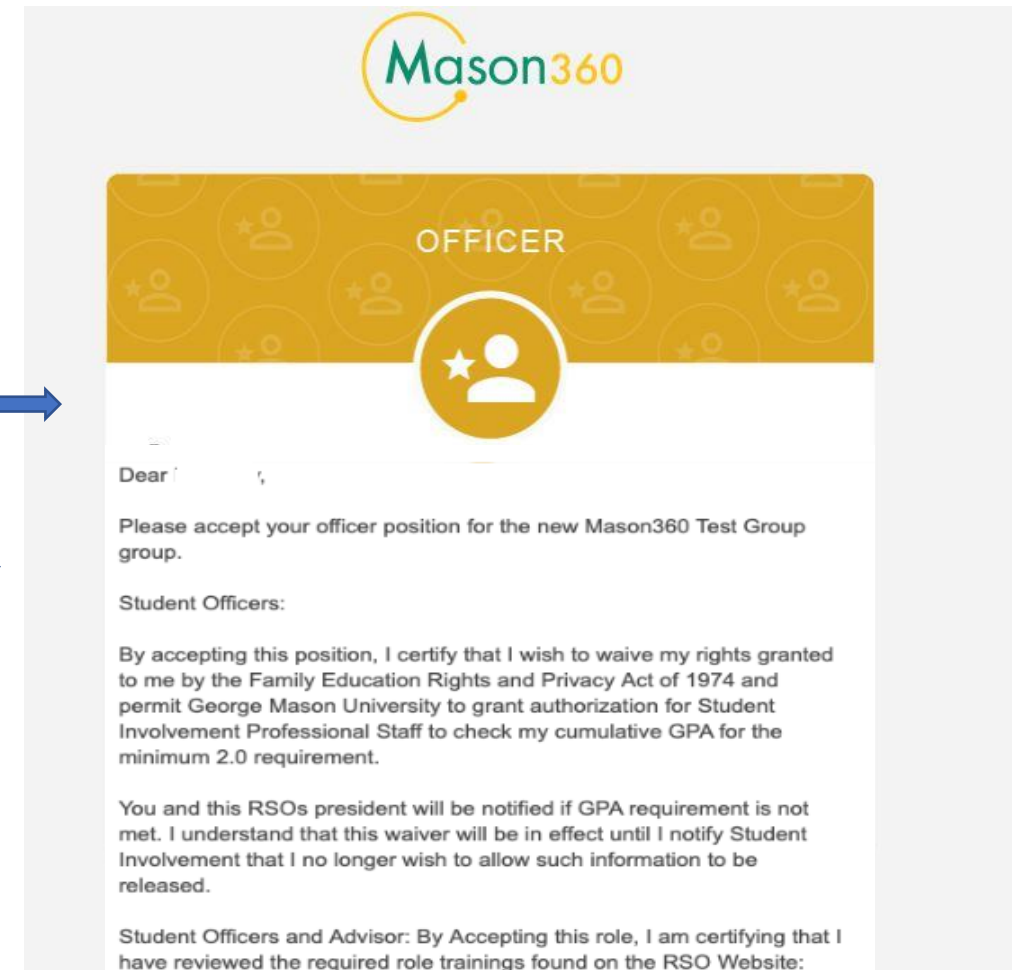
If the RSO was previously registered, CHECK with Student Involvement (sa@gmu.edu) before filling out a "New" application.

[+ Register new Registered Student Organizations](#)

New RSO Registration Button can be found on the Main 'Groups' Mason360 Page
When a Registration Window is Open
https://mason360.gmu.edu/club_signup

Registration Checklist

- ☐ Incoming President Registers the group by application submission deadline
- ☐ All those listed in the Mason360 Application will receive an email from Mason360 (mailer@campusgroups.com) to accept their role
- ☐ Officers will acknowledge their review of the Required Training, and allow GPA checks when accepting
- ☐ Advisor listed in the Mason360 Application will receive an email from Mason360 (mailer@campusgroups.com) to accept their role and Acknowledge their review of the training.
- ☐ Application will be approved after review & approval of the materials and all listed have “accepted” their roles.
- ☐ GPA Checks will be conducted after current semester grades have been released. Communications will go to the Officer and President if there is a “no pass” to the 2.0 cumulative GPA check.
- ☐ 25Live accounts (on-campus space reservations) will be requested after the application completion due date. The creation of accounts will be through the Office of University Events and can take 1-2 weeks.
- ☐ Org codes (Chart P, on-campus accounts) will be created through our Student Involvement Budget Team (sibudget@gmu.edu)



Need to Know Info

25Live

25Live is the university-wide event and academic scheduling system and is available at <http://25live.gmu.edu>. All space for events on campus must be requested through University Events.

- A student has access to **one** 25Live account.
 - If a student holds an account through an on-campus position or another RSO, they will retain their original account and the current request will be canceled. If both 25Live representative requests are canceled, the RSO Lead Team will reach out to the President for replacement officers.
 - TWO (2) students have a 25Live account for each RSO.

Org Code/Chart P

The code is typically a number that has a letter and 6 numbers (ex:Mxxxxx). This is the on-campus account your RSO will hold in which any Student Funding Board (SFB) requests are held. [SFB](#) is a resource for registered Student Organizations to request money for their activities.

RSO Constitution

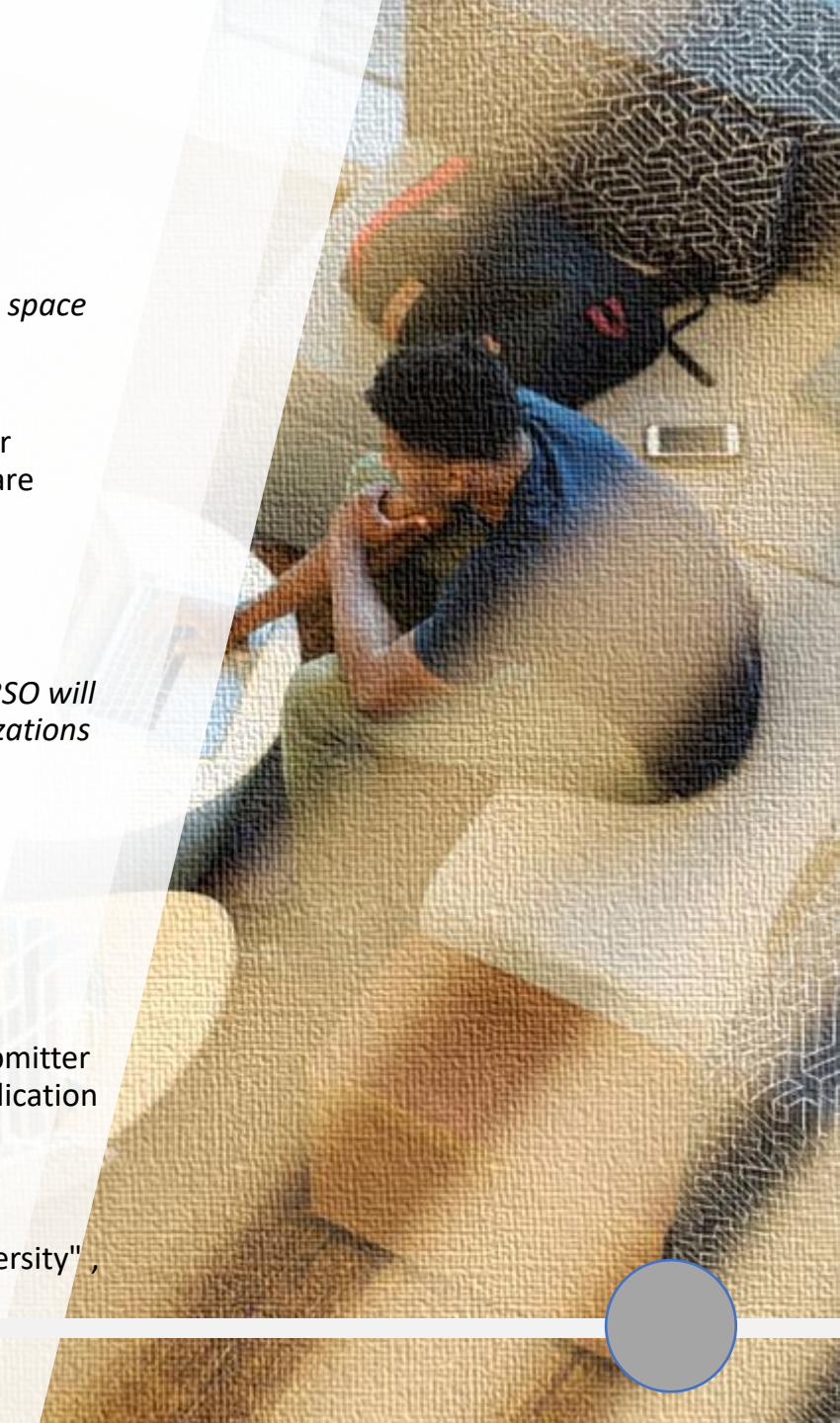
- Please construct your constitution and make sure it includes all required language <https://si.gmu.edu/wp-content/uploads/2022/05/RSO-Constitution-Guide.docx>

If Application Edits Are Needed

- If the RSO Lead Team has any concerns or changes regarding your application, it is communicated to the submitter of the application VIA Mason360 and is their responsibility to address these changes and re-submit the application by the final approval deadline.

RSO Name Policy

- RSOs can include "George Mason University", as part of their name as long as it is "...**at** George Mason University", "**at** Mason", etc.



Group Registration Details

* Group name

* Group acronym

Should be the "Mini Name" of your group, letters and numbers only, no space, between 3 to 12 characters - make it easy to associate to your group. It is used to create a URL for your group web site (for example: "eaglemasters" in <https://mason360.gmu.edu/eaglemasters/>).

* Categories

- ☐ Arlington Campus
- ☐ SciTech Campus
- ☐ Academic
- ☐ Campus Spirit
- ☐ Computer/Technology

* Logo

 Upload

Membership benefits

* Mission

Goals

* Constitution

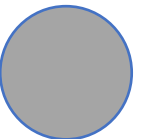
 Upload

The "Group Acronym" is the website address for the group page on Mason360.

Please choose a max of 4 categories

An RSO Logo must be unique. May not edit/add a George Mason University logo

The "Mission" will be visible to all exploring RSOs and should be a way to explain why a student should reach out or join your club/org.



OFFICERS

- The **Officers** listed **MUST** be Registered for the semester they are being appointed.
- Tier 2: Advisor must be listed in Officer Section
- Each Officer will “accept” their position: this acknowledges their review of required trainings and allows a GPA check.

***2 of the Officers you list here will be 25Live Representatives and you will indicate which on the next page.

* President	<input type="text" value="Start typing and wait for suggestions..."/>
* Treasurer	<input type="text" value="Start typing and wait for suggestions..."/>
Position of Officer 3	<input type="text" value="Secretary"/>
Select Officer 3	<input type="text" value="Start typing and wait for suggestions..."/>
Position of Officer 4	<input type="text" value="Officer"/>
Select Officer 4	<input type="text" value="Start typing and wait for suggestions..."/>
Position of Officer 5	<input type="text" value="Advisor"/>
Select Officer 5	<input type="text" value="Start typing and wait for suggestions..."/>
Position of Officer 6	<input type="text" value="Officer"/>
Select Officer 6	<input type="text" value="Start typing and wait for suggestions..."/>
Position of Officer 7	<input type="text" value="- Select -"/>
Select Officer 7	<input type="text" value="Start typing and wait for suggestions..."/>
Position of Officer 8	<input type="text" value="- Select -"/>
Select Officer 8	<input type="text" value="Start typing and wait for suggestions..."/>
Position of Officer 9	<input type="text" value="- Select -"/>
Select Officer 9	<input type="text" value="Start typing and wait for suggestions..."/>
Position of Officer 10	<input type="text" value="- Select -"/>
Select Officer 10	<input type="text" value="Start typing and wait for suggestions..."/>

Sample: Shows how you will add an advisor for a Tier 2 application

Tier 1 requires 2 Officers.
Tier 2 Requires 4 Officers + Advisor.

We have opened the registration to include more Officers to be added. Please keep note of the requirements above as the application does **not** need to have every officer position filled on this form.



MEMBERS

* Select Member 1

Start typing and wait for suggestions...

* Select Member 2

Start typing and wait for suggestions...

* Select Member 3

Start typing and wait for suggestions...

* Select Member 4

Start typing and wait for suggestions...

Next

Members must be unique and cannot be the same as an Officer listed above.

Both tiers must include 4 founding members.



RSO New Group Registration Form

Organization Tier Level Choice

Select a Tier Level: *

☐ Tier 1

☐ Tier 2

*Click on the top right arrows if you need to edit information from the previous page (Officer List, etc).

25Live Representative Information

- 25Live is the website for RSOs to reserve on-campus spaces
- Both 25Live representatives must also be included in the Officer Section above
- **We strongly recommend one 25Live representative be the President.**

Officer to hold 25Live Access for this RSO: *

Start typing and wait for suggestions... ▼

Officer to hold 25Live Access for this RSO: *

Start typing and wait for suggestions... ▼

New Membership Question

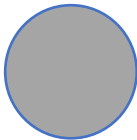
Does your organization engage in a new member process where upon invitation for membership, individuals do not automatically become members of the organization and have a period of time between invitation and being initiated into membership? *

☐ Yes

☐ No

**Organizations that fall under Fraternity and Sorority Life may see different/additional Questions

Make sure you click on Submit!



THANK YOU

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RSO Lead Team | Student Involvement



703-993-2099



RSO@GMU.EDU



<https://si.gmu.edu/rso/>