

Top 10 Things Each Officer Should Know

10. What the RSO Handbook is and where your organization's copy is.
9. Recognition paperwork must be submitted at the beginning of EACH fall semester in order to be kept in the good graces of Student Activities.
8. You should attend each UCSO meeting each month. You do get 2 absences per YEAR, but why would you want to miss out?
7. Student Activities must approve ANYTHING that you hand out, post or hang up. Get the stamp of approval, then make copies of your stuff if you want to save some time.
6. Any fundraiser that you do must follow the guidelines in the RSO Handbook. These are state and county laws that always apply, so know them!
5. At least two officers should be subscribed to the UCSO listserv at all times.
4. If you are going to have a social event and invite non-members to it, you must fill out paperwork and return to Student Activities.
3. If that event will involve the consumption of alcohol, you must turn paperwork in 21 days prior to the event and take a risk management test.
2. The money your group is allocated from Student Activities will not magically show up in your checking account. Familiarize yourself with the reimbursement procedures.
1. Student Activities is here to help you out!