

Re-Registering the Club as an RSO

Before Re-Registering

1) All new officers must complete the SGA Officer Training Canvas Modules. They can be found at <https://osi.ucf.edu/rso/>

Registered Student Organizations (RSO)

Want to join Student Organizations ?

Be sure to log-in with your NID and NID password into [KnightConnect](#). Here you will find information about all RSOs, upcoming events, and leadership opportunities to name a few. KnightConnect also the ability to automatically build your [involvement resume](#) as you track leadership roles, service hours and activities.

Required Materials for Being an RSO

Before you begin the registration process, it is helpful to prepare the information that the registration process on Knight Connect will require you to provide:

- At least 12 UCF student members with knights emails
- An organization president and one other officer
- UCF faculty or staff advisor
- A Constitution ([see template](#))
- A mission that is unique and not a duplicate of an existing RSO
- External Affiliation documents (if applicable and affiliated with an external organization)

Re-Register an Existing RSO

1. Find your organization on [KnightConnect](#)
2. Select the blue "Re-Register" button next to your organization's name
 - Be sure that the person who re-registers the organization will be the primary contact
 - **Ensure that all officers who you wish to be "Authorized Officers" have completed the Webcourse module to qualify**
3. Complete the re-registration packet and wait for approval
 - May take up to two weeks to process

2) At least 2 of the new officers (ideally the President and the Treasurer) must complete the SGA financial training Canvas Module found at <https://studentgovernment.ucf.edu/funding/rso/>

RSO & Individual Funding

How to Receive Funding: A Step-by-Step Guide

1. For **Individual** funding, skip to step 2 below. For **Organizations**, you must be *Registered* via the Office of Student Involvement to be eligible to receive funding.

- [Re-Register an Existing RSO](#)

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2. Complete financial training

Registered Student Organizations (RSOs) must complete an Office of Student Involvement (OSI) Update Form each Fall, Spring, and after officer elections prior to seeking SG funding (see above for details).

- [Start Financial Training](#)

Re-Registering through KnightsConnect

- 1) The RSO needs to be re-registered with the new officer board within 10 days of the election's completion.
- 2) Go to KnightsConnect at <https://knightconnect.campuslabs.com/engage/register>
- 3) Search for "Robotics Club of Central Florida"
- 4) Follow the KnightsConnect process to re-register the club.

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