1. **Complete the New RSO Meeting**
   * Collect info for officers and advisors (NetIDs, emails, phone #, job position etc.)
   * Determine Tier for new RSO

<https://solid.uconn.edu/tier-system/>

* + Ensure RSO name complies with naming rules:

RSO name must be unique. The words "University of Connecticut" are not permitted. Any name submitted with "UConn" or "The" as the first word will be registered as "CLUBNAME, UConn" or "CLUBNAME, The". Please note this when deciding on your org name.

* + Determine RSO category (You may only choose one category designation)
  + Submit New RSO Application on UConntact

<https://uconntact.uconn.edu/register>

* + Schedule new RSO meeting with Involvement Ambassador
  + Conduct new RSO meeting with Involvement Ambassador

1. **Invite RSO Officers and Members to UConntact Roster**
   * Go to your UConntact roster (Memberships >Manage Org.>Roster)
   * Invite your VP, Treasurer and Secretary to join the RSO roster (blue invite button)
   * Invite any other members to the RSO roster
   * Ensure that the officers accept their invitation and are designated with their respective officer titles
2. **Complete SOLID Workshops**
   * Check officer training requirements

<https://solid.uconn.edu/solidworkshops/>

* + Enroll in HuskyCT online workshops

Solid.uconn.edu/enroll-huskyct instructions

* + Register for In-Person SOLID workshops

<https://uconntact.uconn.edu/organization/solid/events>

1. **Complete Constitution** 
   * Download Constitution Template on solid.uconn.edu
   * Fill out template
   * Physically sign constitution
   * Submit on UConntact (Campus Links > “Constitution Submission Form”)

**Helpful Links**

Space Reservations - <https://studentunion.uconn.edu/event-services/>

Undergrad RSO Funding - <http://usg.uconn.edu/funding>

Graduate RSO Funding - <http://gss.uconn.edu/>

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