

**FSU.**  **Campus Recreation**  
**SPORT CLUBS**

## **Transition Guide**

### How to make a successful transition from the Sport Club Council to the Student Activities Center

1. Get registered with the Student Activities Center as a Registered Student Organization. The following checklist can be used in order to help with completion of the recognition process:

- Attend a Get Recognized! Workshop conducted by the Student Activities Center. Get dates, times, and locations online at [union.fsu.edu/sac](http://union.fsu.edu/sac). A club officer must attend this training PRIOR to starting the online process.
- PRINT and READ all parts of the RSO Information Guide, available at [union.fsu.edu/sac](http://union.fsu.edu/sac).
- Gather the FSU ID (abc08d) and contact information for all officers of the organization, a minimum of 2 officers is required.
- Gather the FSU ID (abc08d) of the members of your organization, a minimum of 10 members is required.
- Complete all sections of the online RSO application including uploading officer and member information.
- Submit updated organization constitution (if necessary).
- Have your advisor read, complete, and sign the Advisor Agreement Form and the Recognition Signature Form and return them to the Student Activities Center (3<sup>rd</sup> floor of Oglesby Union) to complete the recognition process.
- Remind members to respond to the system-generated email to confirm their membership in your organization. A minimum of 10 confirmed members is required by the recognition deadline.

## 2. Reserve practice or event space at a Campus Recreation Facility.

If your club has used a Campus Recreation facility to practice/train in the past, your club still has the opportunity to utilize the same space. Any student organization may request practice space on a recurring basis or space for a one-time special event at a Campus Recreation facility.

For practice space that recurs on a regular basis, clubs will complete and submit the Practice Request Form at the start of each semester. Special event space request may be made on an as needed basis. Please see <http://fsu.campusrec.com/sportclubs> for request deadlines. Please submit your practice and special event requests to the following staff members based on the facility requested:

### **Main Campus Fields, Rec SportsPlex Tully Gym Recurring Space**

Mike Collins, Assistant Director of Intramural Sports  
850-644-7699, [mjcollins2@admin.fsu.edu](mailto:mjcollins2@admin.fsu.edu)

### **Leach Center, Tully Gym Special Events**

Steven Powell, Director of Facilities  
850-694-1367, [snpowell@admin.fsu.edu](mailto:snpowell@admin.fsu.edu)

### **Leach Pool**

Jennifer McKee, Director of Aquatics  
850-644-4531, [jagaris@admin.fsu.edu](mailto:jagaris@admin.fsu.edu)

### **FSU Reservation**

Lee Murphy, Director of the FSU Reservation  
850-645-2750, [fmurphy@admin.fsu.edu](mailto:fmurphy@admin.fsu.edu)

## 3. Receive funding from SGA for variety of uses.

Registered Student Organizations that do not fall under a specific allocations committee or funding board can request funding from Student Government Association. Beginning in the fall of 2009, the SGA funding process for these organizations will be handled on an ongoing basis. Instead of a one-time allocations process at the beginning of the year, clubs will be allowed to request funding throughout the year on an as-needed basis for designated events or needs. For more information on the funding process, please visit the website <http://sga.fsu.edu/rso.html>.

## 4. Reserve meeting space for club meetings.

The Oglesby Union provides various reserveable spaces for a variety of events such as meetings, conferences, social events, dances and banquets. The Florida State University Community members as well as the local community members are invited to reserve events in our facilities. Space can be reserved by stopping by the Guest Services Office in the Krentzman Lounge of the Oglesby Union or by contacting the Guest Services Office via the information listed on the website at [http://union.fsu.edu/guest\\_services/](http://union.fsu.edu/guest_services/)

## 5. Printing Services

A Registered Student Organization can bring its own paper and see Cindy Christopher in the Student Activities Center to receive its RSO copy code. Organizations can make up to 5,000 copies annually.