

# NvolveU RSO Resource Guide: Maintaining Compliance

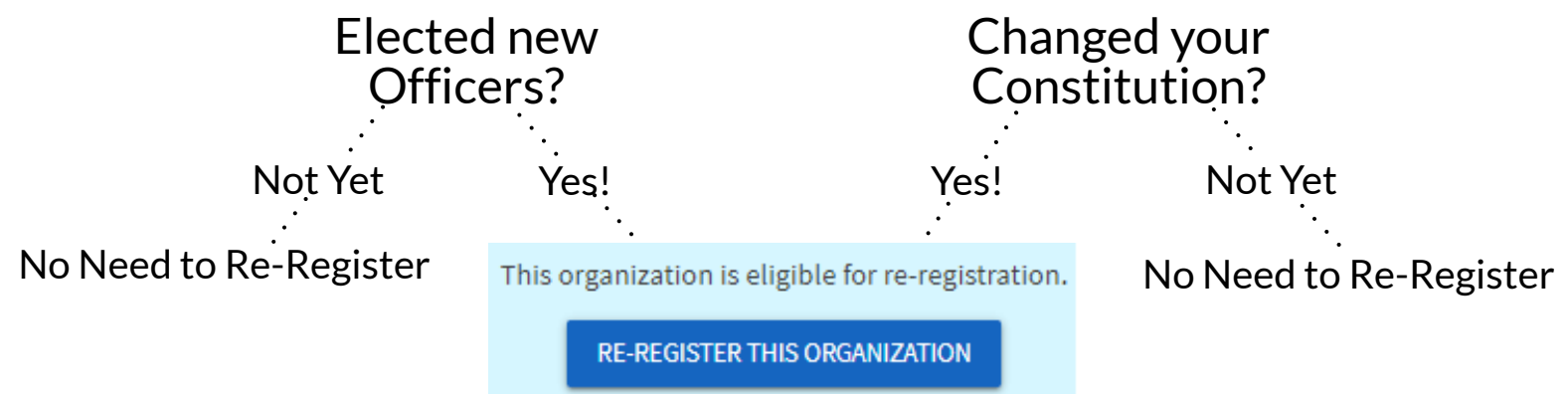
Staying in compliance with Student Leadership, Involvement & Community Engagement is easy! Each RSO must complete the following annually:

1. Re-Register your RSO on NvolveU
2. Have the required positions attend Annual Orientation
3. If your RSO has over \$5,000 in gross receipts - obtain an FTIN (SOFS can assist)

## Step One: Re-Register your RSO

Re-registering simply gives Student Leadership, Involvement & Community Engagement basic information on your RSO. Tell us your new officers, and we'll approve the re-registration once everyone has attended Annual Orientation. We'll even let you know how long your RSO will be in compliance! The chart below will help you determine the need to re-register. You can find the Re-Registration form on the Manage Organization Page.

### Has your RSO....



## Step Two: Attend Annual Orientation

It's that simple! Your President, Treasurer, and Primary Programmer need to attend an Annual Orientation session. Sessions are listed on NvolveU. An online, on demand Annual Orientation is also available

After Annual Orientation, Student Leadership, Involvement & Community Engagement will assign the President, Treasurer, and Primary Programmer Positions in your RSO. These positions will be valid for 1 year from attendance.

## Step Three: Obtain the FTIN (if necessary)

If you think you may need an FTIN or have questions, stop by Student Organization Financial Services (SOFS). An FTIN is required if an RSO has over \$5,000 in gross receipts.

## Help! We're out of compliance!

That's okay! We're here to help! If your RSO is Frozen, simply complete the above steps. If your RSO page says it's Locked, set up an appointment with a Student Organization staff member to confirm the issue can be corrected and whomever needs access is set up with appropriate access.

If your RSO is Frozen and everyone attends Annual Orientation & the RSO re-registers, we promise to unfreeze you as soon as we can!

If you have further questions, please reach out to us!

involved@unl.edu  
402-472-2424  
Suite 200, Nebraska Union



STUDENT LEADERSHIP, INVOLVEMENT  
& COMMUNITY ENGAGEMENT

Student Affairs