



# Tier Request Form Required Documents

Embry-Riddle Aeronautical University - Prescott  
Student Government Association  
Office of the Treasurer  
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**This document is a list of the exhibits needed to completely submit a Tier Request Form for each tier. Note that Tier 1 RSOs (Recognized Student Organizations) are not required to submit a Tier Request Form, so there are no documents listed for that tier. It is suggested that each RSO work on these documents throughout the semester to facilitate an easier submission of the Tier Request Form.**

## **Tier 2 Required Documents:**

- BCA/SGA Event and SGA Open Meeting attendance (including names and dates of events attended). Must have at least 2 occurrences of each type over the course of a semester.
  - Must scan the QR code at every event and meeting
- Meeting schedule (from Eagle Life)
- Semesterly goals document
- Additional funding sources list
  - Including, but not limited to, receipts, dues, statements, and invoices with dollar amounts

## **Tier 3 Required Documents:**

- Attendance lists for each meeting and event
- Bylaws
- Calculated active member totals for the semester. Must have a total of at least 20 active members to qualify or 75 different people across all meetings in a semester.
  - Must use the “Active Member Calculation Template” available on EagleLife > Org Resources > Financial Resources > SGA RSO Tier Requests
  - Must submit attendance lists of the 75 different people
- Defined officer transition (must include a list of the duties for each officer)
  - Have position continuities in your RSO’s guiding documents
- Event documentation (in the form of Eagle Life posts, social media posts, pictures, receipts, attendance lists, etc)
  - Sponsored event
  - Community service event (include the total number of hours produced, which must be at least 20 man-hours)
  - Recruitment event

- New member orientation event (include the names of new members)
- BCA/SGA Event and SGA Open Meeting attendance (including names and dates of events attended). Must have at least 4 occurrences of each type over the course of a semester.
  - Must scan the QR code at every event and meeting
- Meeting schedule (screenshots from Eagle Life)
- Semesterly goals document
- Additional funding sources list
  - Including, but not limited to, receipts, dues, statements, and invoices with dollar amounts

#### **Tier 4 Required Documents:**

- Attendance lists for each meeting and event
- Bylaws
- Calculated active member totals for the semester. Must have a total of at least 25 active members to qualify or 100 different people across all meetings in a semester.
  - Must use the “Active Member Calculation Template” available on EagleLife > Org Resources > Financial Resources > SGA RSO Tier Requests
  - Must submit attendance lists of the 100 different people
- Defined officer transition (must include a list of the duties for each officer)
- Event documentation (in the form of Eagle Life posts, social media posts, pictures, receipts, attendance lists, etc)
  - Sponsored event
  - Community service event (include the total number of hours produced, which must be at least 25 man-hours)
  - Recruitment event
  - New member orientation event (include the names of new members)
- BCA/SGA Event and SGA Open Meeting attendance (including names and dates of events attended). Must have at least 9 occurrences of each type over the course of a semester.
- Meeting schedule (screenshots from Eagle Life)
- Semesterly goals document
- Additional funding sources list
  - Including, but not limited to, receipts, dues, statements, and invoices with dollar amounts

#### Some things to consider:

- An active member is someone who attends 75% or more of all the meetings and events intended for all members in the RSO. There are no exceptions to this requirement.
- Event documentation may take many forms, including but not limited to: Eagle Life posts, social media posts, pictures, receipts, and attendance lists.

- Each person in an RSO may only be counted for 2 man-hours out of the total community service hours needed for Tiers 3 or 4 (ex. at least 10 people must be involved in order to reach 20 man-hours of service). This is to encourage more members of an RSO to participate in the community service event.
- For help calculating active member attendance, please see the Active Member Calculation Template, found on the Finances page on the RSO Resources Site.

If you have any questions, please contact [prsgatre@erau.edu](mailto:prsgatre@erau.edu).

*Respectfully,*

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