

## **Welcome to Office of Student Life; 2019 New Clubs and Organization Registration.**

New RCO Registration opens July 26<sup>th</sup> and is due and needs to be completed by Oct. 25, 2019.

The submitting new officer will need to create a [catlife.ucmerced.edu](http://catlife.ucmerced.edu) profile. Once a profile has been created students can sign onto [Catlife.ucmerced.edu](http://Catlife.ucmerced.edu)

### **To Register A New RCO;**

**First log** into [Catlife.ucmerced.edu](http://Catlife.ucmerced.edu), **Select** Organizations, **Select** Register an Organization this will take you to the list of RCO that are Re-Registered and Existing Clubs and a tab for **New Organization Registration**. **Select** Register a New Organization and follow the steps.

In order to fully register your RCO, please be prepared to submit the following information:

#### **Step 1: Organization Profile**

- Official name of the organization (no acronyms) (Must have name use permission if joining national or local chapter).
- Acronym/nickname for the organization (optional)
- Organization description summary – Based on Vision or Mission
- Organization description - Based on Vision or Mission maybe goals.
- Website key for your organization's profile on Catlife. This is how the URL for your organization's page on Catlife will be identified.
- Organization's external website, if applicable. Not linked to but one your RCO monitors and edits.
- Organization's Facebook group URL, if applicable
- Organization's Twitter page URL, if applicable
- Organization contact email (**MUST BE UC MERCED emails for system to sign on**)
- Location of your organization including city, state, zip code, country, phone number, extension, and fax number, if applicable (you can use campus, but we do not have mail boxes at this time).

**Step 2:** Select organizations interests (Please select one) if possible. No more than 3 please.

#### **Step 3: Organization Roster**

- The primary contact should be the listed president of the organization.
- To designate each officer, select their position title from the drop-down list.
- Each member added to the roster must use their [@ucmerced.edu](mailto:@ucmerced.edu) email address.
- The Required Positions box on the left must all have green check marks before you can continue to the next step of the registration process.
- After registration the club must check that officers are updated and members. Clubs not showing an active complete list of officers and advisor will be moved placed in inactive status.

**Step 4:** Provide Advisor contact information. Must be a full-time faculty, staff, graduate student with permission. Clubs without an active advisor will be placed in inactive status.

**Step 5:** Upload Constitution/Bylaws. You may need to download old copy first.

**Step 6:** Upload New Member requirements if you require membership steps. Can be included as a document and attached to Catlife profile.

**Step 7:** Upload Insurance Verification (If applicable)

**Step 8:** Read and agree to Hazing Prevention Agreement, required for all RCO with membership requirements or tryouts selections.

**Step 9:** Complete attached registration forms and officer expectations. Only one officer can sign during registration the second officer will need to sign and turn in during training sessions.

**Step 10:** Attend OSL Fall Training sessions.

**Step 11:** Upload Organization Profile Picture.

**Step 12:** Deposit require \$25.00 yearly RCO fee by Oct 25 for a New RCO.

#### **Additional Requirements:**

Required training: RCO are required to send 2 officers to training, there are 4 required training session an RCO can send any combination of the 4 primary officers to the trainings. For example, the President and VP might attend the Orientation and the Secretary and Treasurer attend the Budget session and Large Events session and maybe the VP and Secretary attend the power dynamics.

**Select “Submit for Approval” to submit your organization registration request.**

You will receive notification saying that your organization has submitted a registration submission.

If your submission is not correct, it will be denied and given a list of comments of what needs to be changed. To review and edit your submission, go to My Involvement, My Submissions, and then Organization Registrations. From there, click on the magnifying glass to view, update, and resubmit your submission.

Once approved it is the RCO responsibility to update and maintain an updated officer list and advisor list. **If at any time the RCO drops below 4 officers or does not have an active advisor the club status will be changed to inactive.**

Please contact Jim Greenwood at [jgreenwood@ucmerced.edu](mailto:jgreenwood@ucmerced.edu)