



June 15th, 2021

Dear Registered Clubs and Organization (RCO) Leaders,

As we approach the Fall 2021 semester, the Office of Student Involvement is committed to providing the support you will need to adequately prepare for this upcoming academic year.

There are still many unknowns for this upcoming academic year. In order to help support your planning here are some key updates for your organizations:

Room Request/Event Updates

- It has been announced that California is re-opening starting **June 15th, 2021**. Once that happens, the university will provide us with updated guidelines or restrictions for events, meetings, student organization engagement activities. We should have updates in the next few weeks.
- Starting **June 1st, 2021** – student organizations can begin requesting to reserve **non-instructional spaces** for Fall 2021 on [EMS](#).
 - Please remember, all RCOs still need to submit event requests on [CatLife](#) in order for your event/meeting request to be officially approved. A room/space confirmation does not equate to an official event/meeting approval.
- The Registrar's Office manages all the instructional spaces (classrooms). ***They currently do not have an update on when they will be allowing students or student organizations to request to reserve these spaces.*** As soon as we are provided an update, we will advise our student organizations.
- Our Fraternity and Sorority life team has prepared a [Guide for Requesting Rooms/Spaces](#) for our clubs and organizations. [Please review](#) to understand how to request to reserve any spaces for your upcoming events and meetings.

General OSI Updates:

- **RCO Transition Success & End of Year Report** is LIVE! Give OSI and your incoming organization leaders some feedback on what your organization learned this past year. ***This will help your organizations be more successful.*** As an incentive for those that fill out the form, there will be an opportunity drawing for 3 gift cards: **(1) \$75, (1) \$50, (1) \$25** of your choice of Amazon or DoorDash. In order to be included in the opportunity drawing please [fill out this form](#) by **June 21st, 2021**.

- **CatLife** is changing platforms for the Fall 2021-Spring 2022 academic year. Our current host platform is Campus Labs - Engage and will be switching to Presence.iO, but our site will still be called **CatLife**. More information will be coming soon. The new CatLife platform is much more user friendly!
 - To prepare for this shift, please do the following by **June 30th, 2021**:
 - **Update your CatLife organization roster** with correct membership and officer information for Fall 2021.
 - **Download and save** any important documents, information, pictures that you have on your organization's CatLife profile.
- Plan early! If your organization has not started planning for Fall 2021, please begin virtually meeting with your executive board this summer.
 - If your organization would like to host any events or meetings in August that will require purchasing, space reservations, etc. – **OSI's recommendation is to submit requests at least 30 days in advance**. (Request to meet with us even earlier in order to see what you may need)
- Please hold the following potential in-person tabling fair dates:
 - Fraternity and Sorority Back to School Networking Social: **September 2nd, 2021**
 - RCO Involvement Festival: **September 9th and 10th, 2021**

RCO Re-Registration/New RCO Registration

- Annually, student organizations will need to re-register their organization with the Office of Student Involvement. Any new/incoming organizations will also need to register with our office. Registration will take place on CatLife. Here is what you can prepare for in the registration cycle:
 - Registration Dates: **July 15th, 2021 – October 1st, 2021**.
 - A minimum of **4 members + 1 on-campus advisor**. (On-campus advisors can only be a full-time staff member, faculty, or graduate student with their permission).
 - **Constitution/Bylaws** which shall include a) the name of organization, b) a clearly defined statement of purpose, c) all requirements for membership including dues or fees, d) qualifications for holding office, if applicable, e) methods of selecting and replacing officers, if applicable, and f) documents explaining the nature of any formal affiliations the campus organization has with external organizations/agencies.
 - Signed statement that the RCO agrees to comply with: Local, state and federal laws and University and campus policies and regulations applicable to such organizations.; A non-discrimination statement; A non-hazing statement; In the case of RCOs funded by compulsory campus-based student fees, limitation of voting and office-holding privileges to University of California, Merced students.
- *It is important to note, an organization cannot hold any meetings or events on campus UNTIL the organization is registered/re-registered with the Office of Student Involvement.*

If you would like review any campus updates, please go to [Do Your Part](#) for more information. Please reach out to OSI with any questions and concerns.

Sincerely,
Office of Student Involvement Team

Have questions? Do you need support planning for Fall 2021? *Request to meet with our team:*

Registered Clubs and Organizations (RCOs): clubsandorgs@ucmerced.edu

Fraternities & Sororities: fsl@ucmerced.edu