



**Before we begin,
please fill out this
google form:**

**[https://tinyurl.com/
RCOReg-1](https://tinyurl.com/RCOReg-1)**



RCO Registration Preparation Workshop



Hayley Montoya, Coordinator of
Student Involvement &
Developmental Programs



Involvement
Traditions & School Spirit
Personal Growth &
Transformative Learning

Our Story & Office Updates




- Formerly known as the Office of Student Life
- Program Areas: **ASUCM, ASCUM-CAB, Fraternity and Sorority Life, Registered Clubs & Organizations**
- Mission Statement: The Office of Student Involvement is committed to **building a sense of belonging** and **school spirit** by helping students explore ways to **get involved on campus**, develop new **leadership skills**, and engage in **meaningful experiences** that will prepare them for the opportunities of **tomorrow**.
- Staff Changes:
 - Hayley Montoya - Clubs and Organizations + Fraternity and Sorority Life
 - Jim Greenwood - Bobcat Traditions & School Spirit



Locations(s):
Granite Pass 163
Granite Pass 166



catlife.ucmerced.edu



HOMEEVENTSORGANIZATIONSNEWSFORMS

Explore University of California - Merced

Q Search Events, Organizations, and News Articles

Stay Connected!

Please stay tuned and reach out to your organizations many of them are creating ways to communicate and still share information and resources.


Submit your ideas and events!


Clubs and Organizations are still active and planning or holding virtual and interactive events and meetings.


Officer Transition Guide


The Student Organization Transition Guide for Spring 2020 is now available.
[organization_transition_guide_2020.pdf](#)


Memberships

Fraternity & Sorority Council

Fraternity & Sorority Life


Office of Student Involvement

Order of Omega


Professional Fraternity Council

All Events

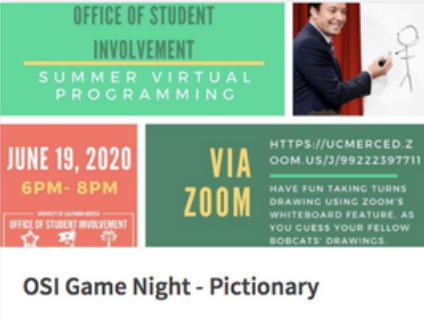
VIEW MORE EVENTS




RCO Registration Preparation Workshop



VIRTUAL Cyber Security Reloaded Workshop: Turning a pi into a...



OSI Game Night - Pictionary



THRIVE: Leadership Development Program

Steps to Re-Register an Organization



Registration Dates:

Re-Registration: 8/3/2020 -9/21/2020

New Organizations: 8/3/2020 -10/01/2020

To Re-Register a **currently listed officer** will need to complete the process. If your roster is not up to date, do that first before these steps.

- First log into Catlife.
- Select Organizations
- Select Register an Organization this will take you to the list of RCOs that are Re-Registered and Existing Clubs,
- Select your RCO and follow the steps. ***Only a currently listed officer can Re-Register.***

Step 1: Organization Profile

- Official name of the organization (no acronyms)
 - Please note: You cannot use "UC Merced" in your organization name.
 - For example: UC Merced Crochet Club is NOT allowed. BUT Crochet Club at UC Merced IS allowed.
- Acronym/nickname for the organization (optional)
- Organization description summary – Based on Vision or Mission
- Organization description
- Website key for your organization's profile on Catlife.
- Organization's external website, if applicable
- 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: Interests

Select up to 3 Organization Interests

(Some examples: Service, Leadership,
Cultural, etc.)

Step 3: 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 the @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 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 current Constitution/Bylaws.

Step 6:

- Upload New Member requirements if you require membership steps. This can be included as a document and attached to your 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:

- Attend all two Fall Training sessions and deposit require \$25.00 yearly RCO fee by October 1st, 2020

Step 10:

- Upload Organization Profile Picture.



Additional Requirements

- **4 Officers/Members** are **required** to start/continue the organization:
 - **President, Vice President, Secretary, Treasurer (+ your advisor)**
- **Required trainings:**
 - Each RCO are required to send 2 officers to training, there are 2 required trainings: **RCO Orientation, Budget & Purchasing**
 - We have an additional two trainings that MAY be required depending on your organization:
 - **Large Scale Event Planning**
 - **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

RCO Updated Information Request

OSI's mission is to build, create and maintain an environment where students feel they belong. Given all the challenges and opportunities we will likely face, OSI will do its part to provide resources and support. For the 2020-2021 academic year, we will **WAIVE** the annual \$25.00 club registration/re-registration fees. In lieu of fees, we are asking each RCO (new and returning) share to the following:

1. Your Registered Club and Organization (RCO)
2. 2020-2021 Executive Board Leadership names, emails and the RCO's email address
3. 2020-2021 on-campus advisor name and email
4. Your RCO's priorities or Signature events for the fall
5. Your RCO's thoughts or strategies for recruitment, strengthening membership, and belonging within your RCO.
6. What type of support/resources do you need from OSI for the fall?

Please provide this information by clicking or going on this link to the google form:

<https://forms.gle/HBGzodtrJ5s4929a7>. Once all this information is completed and verified, you will receive an email with your fee waived confirmation notice.

Due Date July 31st, 2020

Office of Student Involvement Presents
REGISTERED CLUBS & ORGS

WORKSHOPS

Via Zoom · 3 - 4PM

18 JUNE

Thursday

RCO Registration

Preparation Workshop

<https://ucmerced.zoom.us/j/95750840314>

13 JULY

Monday

RCO Jumpstart Planning
for Fall

<https://ucmerced.zoom.us/j/93660156285>

29 JUNE

Monday

RCO Jumpstart Planning
for Fall

<https://ucmerced.zoom.us/j/99112594568>

17 JULY

Friday

RCO Registration
Preparation Workshop

<https://ucmerced.zoom.us/j/95548151385>

01 JULY

Wednesday

RCO Registration

Preparation Workshop

<https://ucmerced.zoom.us/j/94965676615>

31 JULY

Friday

RCO Jumpstart Planning
for Fall

<https://ucmerced.zoom.us/j/99969089913>

For more information about our events,
please check out our Facebook and
Instagram @ucmercedosi and checkout
Catlife.ucmerced.edu.



Office of Student Involvement

SAVE THE DATE

**VIRTUAL
OFFICE
HOURS**



**JUNE
17**

1PM - 3PM

Via Zoom

<https://ucmerced.zoom.us/j/94549445250>



**AUGUST
05**

1PM - 3PM

Via Zoom

<https://ucmerced.zoom.us/j/97577590732>



**JULY
08**

1PM - 3PM

Via Zoom

<https://ucmerced.zoom.us/j/93826275954>





Resources

Social Media:

@ucmercedosi

@ucmercedfsl

Website:

<https://fraternitysorority.ucmerced.edu>

<https://clubsorganizations.ucmerced.edu>

<https://catlife.ucmerced.edu>

Student Involvement Website update soon!

Contact us:

Hayley Montoya, hmontoya2@ucmerced.edu

clubsandorgs@ucmerced.edu

FSL@ucmerced.edu