



REGISTRATION

First Name

Last Name

CSU Email

CSU ID #

Organization Information

Student Organization Name (no abbreviations)

Preferred Email for RSO Communication

This Organization is: New Existing

Additional Organizations

I am the president of more than one student organization Yes No

#2 Student Organization Name (no abbreviations)

Preferred Email for RSO Communication

This Organization is: New Existing

#3 Student Organization Name (no abbreviations)

Preferred Email for RSO Communication

This Organization is: New Existing

#4 Student Organization Name (no abbreviations)

Preferred Email for RSO Communication

This Organization is: New Existing

Please email this completed quiz to slice_studentorgs@colostate.edu for scoring. If the score is 80 percent or above, we will record the score and email you a confirmation. If the score is below 80 percent, we will email you encouraging you to retake the quiz. Please allow 2-3 business days for review after you have submitted the quiz.



Welcome and Congratulations.

Congratulations on becoming the president of your registered student organization, or RSO! Presidents are essential members of RSOs and there's a lot you'll need to learn. After completing this orientation you will be more knowledgeable and confident in leading your org to a successful year ahead. At the end of this module, there will be a brief 14 question quiz to test your understanding.

TRANSITION TOOLKIT

As you settle into this position, we hope you and the outgoing officer were able to review and discuss your transition.

- A transition meeting can help answer a lot of questions such as:
- When should you register your student org with the SLiCE office?
- What is the process?
- What were some of the successes of the organization last year?
- What were some challenges?
- If your RSO has a social media account, what is the login information?
- Where are the org's electronic files?

Transition meetings can also help you reflect on:

- Things you wish you knew and goals you hope to accomplish.
- Sharing knowledge
- Goals for the upcoming year
- Transferring information
- Reflections from the previous president
- Identifying next steps for the incoming president
- Making checklists

There are a lot of great resources in the Transition Toolkit to help guide a transition meeting between officers. Visit rso.colostate.edu to check it out. You won't regret it!

MINIMUM STANDARDS

Student organizations must meet the following minimum standards for recognition:

- Have a minimum of 3 CSU student members.
- At least 51% of the members must be CSU students.
- They must have a minimum of 2 officers. The same person cannot be the president and the financial officer. Officers must be fee-paying CSU students and maintain a minimum cumulative GPA of 2.25.
- Student orgs must have an advisor who is either a CSU faculty, Administrative Professional, State Classified employee, or graduate student.
- RSOs must comply with all University policies and regulations pertaining to student organizations and must be in "good standing" as seen through the Student Resolution Center.
- Student orgs must have a clearly stated lawful purpose, which must be included in its constitution. RSO's cannot be for-profit businesses.



RSO CATEGORIES

CSU is home to more than 400 registered student organizations. During the annual registration process, officers must select the ONE category that best represents their membership. You may feel like your RSO can be represented in many categories. Try to choose a category that best aligns with your mission, vision, and values. Categories include the following:

Category	Description
Academic (Pre-Professional)	Centers within an academic college, department, or program; provides an opportunity to explore major(s) in a more pre-professional context
Competitive Sports Club	Recognized and approved by Campus Recreation, these clubs involve regularly-scheduled competition in a sport with regional or national affiliation and a schedule of league play
Diversity/International	Promotes either a diverse perspective and/or a specific culture and gathers to provide support for involved students
Fraternity or Sorority	Fosters scholarship, leadership, service, and social development. Must be affiliated with the Panhellenic Association, Interfraternity Council, National Pan-Hellenic Council, or Multicultural Greek Council. Must be recognized by Office of Fraternity and Sorority Life.
Honorary	Recognizes outstanding academic achievement and/or outstanding leadership
Political	Supports or opposes any political party; a ballot measure or a drive to put an issue on the ballot; or a candidate or group of candidates formally running in an election for county, state, local, national, and/or campus office
Programming/Service	Provides learning opportunities to the campus community through a wide array of programs addressing specific topics, issues, and concerns
Religious/Spiritual	Involves worship, devotion, prayer, meditation, or study of religious concepts; or requires membership affiliation or shared beliefs with a group generally recognized as a religion, or to further or oppose a religious ideology
Representative	Involves governing, overseeing, coordinating, and/or representing other entities, student groups, and/or individuals
Social/Recreational	Promotes social interactions and/or offers recreational athletic fun
Sustainability	Aims to advance sustainable practices including economic, ethical principles, and cultural benefits attained through environmental responsibility



HOW TO REGISTER A STUDENT ORGANIZATION

New student organizations

- Step 1 – New student organizations are encouraged to meet with a member of the RSO Team. An RSO coordinator can help connect you with an eligible advisor, discuss recruitment strategies, and explain the registration process.
- Step 2 – All student orgs must have a constitution. This is a guiding document that can help provide clarity and consistency. You can outline the requirement for officers and election processes in the constitution.
- Step 3 – Have a list of student-elected officers. The president and financial officer must complete an online orientation module and pass the quiz with a score 80 percent or better.
- Step 4 – Prepare to answer questions and share your student org's plan for risk mitigation. To maintain your status as a student organization, Risk Management Protocol is mandatory for all registered student organizations.
- Step 5 – Finalize the registration process by Registering your RSO on RamLink by signing in with your eID and password and selecting 'Organizations'. Click 'Register an Organization' then select the blue 'Register a New Organization' button. If a gray 'Not Available' is displayed then the registration period is closed.
- If you need help with the registration process contact the RSO team at the SLiCE office.

Existing Student Organizations

- Step 1 – Existing RSOs should update their membership materials annually. This includes reviewing your organization's constitution, mission, meeting times, financial obligations, and membership roster. The roster must have at least 3 CSU student members along with their CSU e-mail address. Remove any members no longer affiliated or active with the org, and update your advisor's contact information.
- Step 2 – Have a list of student-elected officers. The president and financial officer must complete an online orientation module and pass the quiz with a score of 80 percent or better.
- Step 3 – Prepare to answer questions and share your student org's plan for risk mitigation. To maintain your status as a student organization, Risk Management Protocol is mandatory for all registered student organizations.
- Step 4 –Finalize the registration process by Registering your RSO on RamLink by signing in with your eID and password and selecting 'Organizations'. Click type your organization's name then select the blue re-register button. If a gray 'Not Available' is displayed then the registration period is closed.
- If you need help with the registration process contact the RSO team at the SLiCE office.
- Step 3 – Prepare to answer questions and share your student org's plan for risk mitigation. To maintain your status as a student organization, Risk Management Protocol is mandatory for all registered student organizations.
- Step 4 –Finalize the registration process by Registering your RSO on RamLink by signing in with your eID and password and selecting 'Organizations'. Click type your organization's name then select the blue re-register button. If a gray 'Not Available' is displayed then the registration period is closed.
- If you need help with the registration process contact the RSO team at the SLiCE office.



RESOURCES

SLiCE

SLiCE stands for Student Leadership, Involvement, and Community Engagement. SLiCE works collaboratively with students, faculty, staff, and community partners to offer a range of enriching and educational outreach opportunities. The SLiCE office has a team dedicated to supporting student organizations. They provide leadership development, advise on officer transitions, give event planning tips, provide one-on-one coaching for student officers, and provide risk management guidance.

- Contact the RSO team via email or by visiting them in room 210 of the LSC.
- slice_studentorgs@colostate.edu
- The SLiCE Office has accountants on staff who are eager to assist RSOs with their financial questions. If you need to know anything about your organization's financial management, financial forms, PCard training, or SOFA logistics please email the accounting team.
- slice_accounting@colostate.edu

The Student Organization Center

The Student Organization Center, commonly referred to as the SOC, is a student fee funded area located in LSC Room 141 across from the RamSkellar and next to Office of Fraternity and Sorority Life.

This multipurpose space is equipped with a ping pong table, lounge area, a work space, and meeting room. RSOs will find a variety of communal supplies plus a community posting board to publicize events. The SOC also stores RSO mail and has a limited number of lockers.

The materials in the SOC are for all RSO members to use. It's important to be good stewards in this space, so take only what you can use and clean up after yourself.

Resources in the SOC include:

Meeting Room/Work Space

- Conference room (LSC 140)
- Large screen TV
- Giant white board
- Table and 18 chairs
- Reserve through LSC Event Planning Services
- Great space for your weekly meetings

Various Supplies

- Button maker
- Laminator
- General craft supplies including various colored paper, colored pencils, and markers

Community Posting Board

- Located in the SOC main area
- For RSOs and CSU departments only
- Include event date, time, location, RSO name, and contact information; materials without event details will be removed
- Use to promote upcoming events or for RSO recruitment

Organization Mail Boxes

If your RSO needs to receive mail, send it to the SOC for pick up rather than using a student officer's home address.

Address format:

Full name of the RSO
(no abbreviations, acronyms, or officer names)
8033 Campus Delivery
Colorado State University
Fort Collins, CO 80523-8033



Organization Lockers

- 70 lockers available on a first-come, first-serve basis
- Long-term and short-term use
- For RSOs only
- See the RSO Handbook for prohibited items

To apply for a locker:

- Indicate your request on the RSO's RamLink registration or contact the RSO Team at SLiCE
- President or financial officer must read and sign the locker contract
- When your club has been assigned a locker, you will receive the combination and locker number to access

RamLink

We've mentioned RamLink a few times in this module. What is RamLink? RamLink is CSU's online involvement portal. It is a great place to learn of upcoming student-led events as well as manage your organization's webpage and to streamline your organization's documents including the constitution, meeting minutes, financial reports, and transition documents.

You can also use RamLink to manage your membership roster, create forms and sign-ups, market and invite the CSU community to your event, track service hours completed by your members, conduct officer elections, and share updates about your organization. RamLink is also the centralized location for SLiCE's annual RSO registration process.

RSO Handbook

The RSO Handbook will help you find answers to many questions about operations, deadlines, University policies, fundraising opportunities, and more. It can be best described as an extended manual for items referenced in this orientation. It's recommended that the officers and advisors download the latest version of the RSO Handbook at the beginning of each academic year.

Visit rso.colostate.edu to download your copy.

UNIVERSITY POLICIES

In this section we'll talk about several important University policies and procedures to help you successfully operate your RSO. Failure to adhere to University policies may result in consequences. For more information visit the RSO Handbook mentioned earlier or the University's Policy Library located at policylibrary.colostate.edu.

Alcohol and Drug Policy

The alcohol and drug policy has an emphasis on individual and shared responsibility and complies with local, state, and federal laws relating to the use of alcoholic beverages and other drugs.

Permission to serve alcohol at any event that occurs on University property, other than in an approved location such as the Lory Student Center, must be obtained from the Office of Risk Management and Insurance (RMI).

Organizations requesting alcoholic beverage service for an event must complete an Alcoholic Beverage Request Form 15 business days prior to the event. To review the complete policy about serving alcohol at an RSO-sponsored event, visit the policy library and search for "Alcohol and Drugs".

Student Conduct Code

Student organizations enjoy rights and privileges associated with official recognition by the University. They can also be held responsible under the Student Conduct Code similar to individual students. CSU's Student Conduct Code applies to behavior that occurs on University premises and at University-sponsored programs and activities. It also applies to off-campus behavior that adversely affects the University community's health, safety or welfare, poses a threat to persons or property, or may damage the institution's reputation or relationship with the greater community.

Visit the Student Resolution Center's website at reolutioncenter.colostate.edu to learn more.



Graphic Standards

There may come a time when you want to design a T-shirt or other club-themed items for your student organization. RSO's are allowed, and encouraged to use University logos, but they are not required to do so. You must follow graphic standards rules when using any of the University official marks.

If your RSO decides to create an independent logo, avoid any design that includes any University's logo, including the Ram's Head.

Visit the CSU brand website at www.brand.colostate.edu for more information about logo usage and available downloads.

Licensed Vendors

Colorado State University is the sole owner of its name, symbols, graphics, and marks. Only officially-licensed vendors may apply CSU registered marks to products. To ensure all products are manufactured under fair labor conditions, CSU has adopted a code of conduct for all licensed manufacturers.

Visit licensing.colostate.edu for a list of licensed vendors.

Sales Tax

University policy states that sales tax needs to be collected on all tangible merchandise sold. Sales tax does not need to be collected on dues, ticket sales, entrance fees, and services. If RSOs have an off-campus account, they must complete all tax reporting on their own.

HEALTHY RITUALS

As president, you are encouraged to think critically about the activities in which you and the other officers ask your members to participate. This section examines activities that may be considered a healthy ritual or could be considered hazing.

Hazing Defined

The official definition of hazing includes any action that endangers the mental, physical, or emotional health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or student organization, or participating in, condoning, encouraging, requiring, or allowing an opportunity for hazing.

A hazing violation **may occur** even when the victim expressed or implied consent.

Hazing Activities

- Hazing includes but is not limited to:
- Paddling or physical punishment
- Physical or psychological shocks
- Ordered to associate with specific people and not others to belong to the group
- Intentionally being deprived of sleep by other group members
- Being coerced, pressured, or forced to participate in a drinking game
- Being screamed, yelled, or cursed at by other members
- Potentially dangerous circumstances or activities, with the potential to cause personal injury



Hazing Prevention

- Is the activity a non-educational experience?
- Does the activity fail to promote or confirm the values of the organization?
- Would current members of the group refuse to do what they are asking the new members to do?
- Is alcohol involved?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Would you feel uncomfortable describing the activity to your parents or a professor?
- Would you feel uncomfortable with the activity being photographed for the school newspaper or filmed by a local TV news crew?

If the answer to any of these questions is “yes,” the activity is most likely hazing.

Hazing Alternatives

- Hazing alternatives include things like:
- A talent show
- Serving meals to the food insecure or distributing food through the local food pantry
- Having new members compete in a sporting event
- Holding study hours
- Activities that do not include consumption of alcohol
- Dividing the new members into groups with current members and conducting a clean-up on a Saturday morning in Fort Collins.

Support is Available

Support is available through a variety of campus resources. If you or someone you know needs help, please reach out and talk with someone.

- endhazing.colostate.edu
- Dean of Students: (970) 491-5312
- Counseling Center: (970) 491-6053
- After hours counselor: (970) 491-7111
- Tell Someone: (970) 491-1350
- CSU Police: (970) 491-6425
(non-emergency)
- If in danger, call 911

EVENT PLANNING

The key to a successful event is preparation. Begin planning early. For large events, we suggest starting at least 60 days in advance. As we go over information to help you plan an event, remember there are also resources in our Event Planning Info Center, commonly referred to as EPIC, at rso.colostate.edu.

Space Reservations

Location	Reserve through
Lory Student Center	LSC Event Planning Services In LSC 315, phone or online
LSC Plaza	
Sutherland Community Garden	
Classrooms	Registrar’s Office
Recreation Center	Recreation Center
Alumni Center	Alumni Center
Departmental conference room	The department
Other campus space	Facilities Management



Food and Beverage

All food and beverage arrangements for events in the LSC must be made through LSC Catering at least 2 weeks in advance of your club's event.

Outside food and beverages are not permitted in the LSC. Only food and beverages from LSC Catering or LSC Business Partners who have catering capability such as Spoons and Subway, can provide food and beverages for events inside the LSC.

Other Campus Buildings

Food and Beverage arrangements for other campus locations need to be determined with the specific location, reserving entity

Food and Beverage Sales

RSO's wanting to sell food and/or beverages on campus, such as bake sales, must adhere to the University's Food and Beverage Sales and Service Policy found in the CSU Policy Library

Marketing

You should start marketing your program at least 2 weeks prior to the event date. Of course, the earlier you start the better! Let's discuss a few digital and print resources available to RSOs for getting the word out.

Digital advertising includes:

- The University events calendar
- Publishing your event on RamLink
- The digital screens in the Lory Student Center.
- Taking over CSU's Instagram or Snapchat accounts
- Publishing an article in CSU's campus digital publication, The SOURCE.

Printed advertising includes:

- Posters. You can hang approved posters on the community posting board at the Student Organization Center (SOC), in academic and administrative buildings, and submit them to the Campus Poster Run
- Table cards in the LSC food court
- Placing an ad in the Rocky Mountain Collegian newspaper.

Chalking

SLiCE provide RSOs with access to free chalk. Just visit the Student Organization Center in room 141 of the LSC. Chalking on campus is only allowed on the horizontal concrete ground. It is not permitted on paving stones or building walls. Chalking must be at least 10 feet away from building entrances. To prevent property damage, only washable chalk may be used; no spray chalk or paint. Chalking in unauthorized zones could lead to a \$120 fine.

Contracts

As a student or student organization, you should not sign or verbally agree to a contractual agreement. If you do, you may be held personally liable for the payment. Contracts are not considered binding to CSU until an authorized University employee has reviewed and signed it.

Additional things to consider when hosting a speaker or guest performer include lodging, airfare, speaker ground transportation, and meals. These expenses are paid through an honorarium. SLiCE does not make travel arrangements for speakers or performers. Visit the RSO Handbook for information about CSU Performance Event Contracts.



QUIZ

You must pass with at least 80 percent (you can miss up to two questions).

- SLiCE provides which resources for RSOs**
 - The RSO Handbook
 - RSO bi-weekly digital newsletter
 - RSO website: rso.colostate.edu
 - All of the above
- Which statement is NOT one of the minimum standards of recognition?**
 - RSOs must have a minimum of 3 student members
 - All members must practice share and practice the same beliefs
 - The org's president and financial officer cannot be the same person
 - The org must have an eligible advisor
- To reserve a room through Event Planning Services at the discounted rate**
 - An RSO must be registered with SLiCE
 - The RSO president and financial officer must be on the RamLink roster
 - The RSO must have a SOFA
 - All of the above
- A hazing violation may occur even when the victim expressed or implied consent.**
 - True
 - False
- What steps must be completed to earn annual SLiCE recognition?**
 - President and financial officer must individually complete their officer orientations
 - Submit RamLink registration form
 - Have an eligible advisor
 - All of the above
- Which office do you contact to reserve rooms in the Lory Student Center, including the Plaza?**
 - CSU Facilities Management
 - Event Planning Services
 - The Registrar's Office
 - Housing and Dining
- RSOs should never sign their own vender contracts.**
 - True
 - False
- Where can you chalk to advertise RSO activities without incurring a \$120 fine?**
 - More than 10-feet from any building entrance on a horizontal surface
 - Inside the Lory Student Center
 - Inside the Student Organization Center
 - On the walls of the library
- RSOs must adhere to university branding and licensing for graphic standards and licensed vendors when designing apparel with university wording, ram's head, and CSU logo.**
 - True
 - False
- SLiCE offers resources that can help streamline the transition between officers.**
 - True
 - False
- Before a new president or financial officer begins their role, they should complete the officer orientation?**
 - True
 - False
- Which activity is an alternative to hazing?**
 - A Being coerced, pressured or forced to participate in a drinking game
 - B Serving meals to food insecure community members or distributing food through the local food pantry
 - C Hold study hours in which new members are expected to be present and studying with current members
 - D Both B and C
- RSO should keep their RamLink roster accurate throughout the year.**
 - True
 - False
- The following resources are offered to RSOs in the Student Organization Center**
 - A meeting room
 - Crafting supplies
 - Button maker
 - All of the above