STUDENT LEADERSHIP, INVOLVEMENT,
AND COMMUNITY ENGAGEMENT
COLORADO STATE UNIVERSITY

STUDENT ORG RE-REGISTRATION
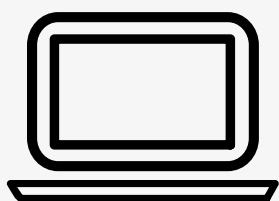
Guide to Maintaining SLiCE Student Organization Recognition

UPDATE MEMBERSHIP MATERIAL

1. Review your organization's mission, meeting time, financial commitments, etc.
2. Roster of at least 3 members and their colostate email addresses. Remove members that are no longer affiliated or active.
3. Advisor's contact information.
4. Organization's constitution. A sample constitution is available at rso.colostate.edu.

ONLINE OFFICER ORIENTATION

Located at rso.colostate.edu

Your president and financial officer must each complete the training and pass a quiz. There is a quiz at the end and each officer must pass with an 80%.

START A RE-REGISTRATION FORM

1. Log on to RamLink with your eID
2. Click the rubik's cube
3. Select MANAGE
4. Officers will see all their organizations
5. Click the org then select Re-Register button

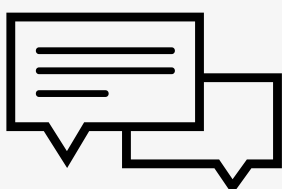*If a gray "Not Available" is seen, the registration window is closed.
**contact slice_studentorgs@colostate.edu if an officer does not see the re-register button, our team will help you.

RISK MANAGEMENT PROTOCOL

Built into the RamLink registration form, prepare to answer questions and share your student org's plan for risk mitigation.

CONSIDERATIONS

Make sure your organization's goals are clear in your summary.
The president and financial officer who completed the quizzes match the officers on the roster.
All officers must have CSU email addresses.
If you transition officers mid-year, the elected officers must complete the training and update the roster.