HOW TO REGISTER YOUR ORG
By attending this session participants will...

- Be able to identify where to find RCO registration information
- Know where to find requirements and timelines (re-reg and new orgs)
- Learn where to access the RCO registration checklist and modules on CampusGroups
- Be reg-ready!
Why did you choose to get involved with a campus organization?
WHY REGISTER YOUR ORGANIZATION

COVP serves as the registration hub for all campus organizations. Registering your organization allows you to conduct organizational business and have access to RCO benefits.

BENEFITS

- Room Requests
- Network of 650 RCOs
- CampusGroups
- ASUCI Club Account
- Events
- Funding
- COVP Resources

CampusGroups
HOW ARE YOU FEELING ABOUT THE REGISTRATION PROCESS?
**What is a Registered Campus Organization (RCO)?**

RCOs are recognized by the University, but are not a part of the university (i.e., a student-run, managed group vs. a university department or program where the school has oversight).

- ✔ student-led and managed
- ✔ open to all students
- ✔ autonomy to make organizational decisions
- ✔ selected by peers
- ✗ reliant on other individuals
- ✗ University program
- ✗ restricted membership
- ✗ student government
- ✗ selected by staff/faculty
REGISTRATION REQUIREMENTS

**Signers**
- 3-5 signers (enrolled students)
- President, Treasurer
- The president should initiate the reg form
- signers vs. officers

**Use of UCI Name & Trademark**
- at UCI (if UCI is used)
- mission and description

**Constitution**
- non-discrimination clause
- election process
- membership, officer removal

**Leadership Workshop**
- additional training for signers

**COOL Modules & Agreements**
- review My Checklist on CampusGroups
REGISTRATION REQUIREMENTS....

RE-REG
- advisor encouraged, but not required
- orientation or advising session not required
- change of signers process (winter, spring)

NEW ORG
- advisor is required
- orientation
- advising session
- signers should remain consistent for the academic year
What has been your biggest challenge with the registration process?
CampusGroups (platform might change name)

- registration form
- new president/signer needs to initiate the registration form
- Advisor for new orgs (access to CampusGroups)
- COOL modules
- Signer Agreements
- Checklist
- Registration payment ($50) - single payment
## Group Details

**Group name**: Tea & KPOP Club  
**Group type**: Campus Organizations  
**Categories**: Multicultural, Hobbies and Interests, Performance and Entertainment, Health and Wellness  
**Group acronym**: TKPOP  
**Mission**: To promote bubble tea and KPOP across UCI  
**Goal**: To promote bubble tea and KPOP across UCI

**Constitution**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberly Chi</td>
<td>President</td>
<td><a href="mailto:kimchi@uci.edu">kimchi@uci.edu</a></td>
<td>Waiting for checklist completion (91%)</td>
</tr>
<tr>
<td>Joe Ponce</td>
<td>Treasurer</td>
<td><a href="mailto:joeponce@uci.edu">joeponce@uci.edu</a></td>
<td>Waiting for checklist completion (91%)</td>
</tr>
<tr>
<td>Jenny Lee</td>
<td>Secretary</td>
<td><a href="mailto:jenny@uci.edu">jenny@uci.edu</a></td>
<td>Waiting for checklist completion (91%)</td>
</tr>
<tr>
<td>America Espinosa</td>
<td>Vice President</td>
<td><a href="mailto:americas@uci.edu">americas@uci.edu</a></td>
<td>Please complete the checklist below Officer Checklist</td>
</tr>
</tbody>
</table>

### New Org Registration Checklist (2023-2024) (DRAFT) - Tea & KPOP Club

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Signed/Offered Online Agreement Forms Completed</td>
<td>(1)</td>
</tr>
<tr>
<td>All signed/offers must accept their role as an authorized signofficer by completing the 7 Signed/Offer Online Agreement Forms.</td>
<td></td>
</tr>
<tr>
<td>Comprised TKPOP COOL Quiz</td>
<td>(1)</td>
</tr>
<tr>
<td>All signofficers must watch the Campus Organizations Online Learning (COOL) and complete the COOL Quiz.</td>
<td></td>
</tr>
<tr>
<td>Completed TKPOP COOL Quiz</td>
<td>(1)</td>
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<tr>
<td>All signofficers must watch the TKPOP Campus Organizations Online Learning (COOL) and complete the TKPOP COOL Quiz.</td>
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<tr>
<td>Comprised SODS COOL Quiz</td>
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<td>All signofficers must watch the SODS Campus Organizations Online Learning (COOL) and complete the SODS COOL Quiz.</td>
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<tr>
<td>Completed Anti-harassment COOL Quiz</td>
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<tr>
<td>All signofficers must watch the Campus Organizations Online Learning (COOL) and complete the Anti-harassment COOL Quiz.</td>
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</tbody>
</table>
REGISTRATION FEE
Registration review and approval is a manual process. Please make sure to review your organization description, constitution, logos, and signers before submitting. Missing or incorrect information can result in a delay.
IMPORTANT DATES...

**July 2**
Registration launches

**Aug. 23**
AIF deadline
deadline to request a booth for AIF. Reminder to be aware of AIF requests—trademarks, interactive activity, free-standing structures.

**Dec. 13**
Re-reg closes
registration closes for the 24-25 academic year

**Feb. 21**
New-org closes
new organization form closes. Registration closes Feb. 28
ROAD TO REGISTRATION

5/28
How to Register Your Org

5/29
Leadership Transition

5/30
Department Affiliations

COVP TABLING
TUESDAY, MAY 28
11 AM - 2 PM, RING ROAD

HOW TO REGISTER YOUR ORG
TUESDAY, MAY 28
5PM - 8PM, ZOOM

PETER'S QUEST: LEADERSHIP TRANSITION
WEDNESDAY, MAY 29
1PM - 2PM, C2C OR WHITE ROOM

DEPARTMENT AFFILIATES Q&A
THURSDAY, MAY 30
1PM - 2PM, ZOOM

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THANK YOU

UCI Office of Campus Organizations & Volunteer Programs

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FEEDBACK SURVEY...

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THANK YOU

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