

QUICK GUIDES FOR STUDENT ORGANIZATIONS

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RIC



STUDENT ORGS



REGISTRATION PROCESSES FOR NEW AND EXISTING GROUPS

Student Organization Registration for Existing Groups

To form a new student organization, please see *Student Activities* or *Student Community Government, Inc.* for instructions.

There are two systems for student organization registration at Rhode Island College: Institutional Recognition through Student Activities and Student Community Government, Inc. Recognition.

In regards to Institutional Recognition, all student organizations wishing to utilize the services of Rhode Island College must complete the registration process each year. This process was developed to provide consistent guidelines and expectations for all student organizations utilizing the Rhode Island College name and to align said organizations with the rules, regulations and laws of Rhode Island College, and the State of Rhode Island. Furthermore, it ensures that student organizations are aware of the event planning process, as well as the services of the Office of Student Activities, to help pave the way for successful program outcomes.

In order to be officially recognized by Rhode Island College, student organizations must complete the following steps:

- Log into my.ric.edu and go to Student Organizations (on the right-hand side, under Other Student Links).
 - Search for your student organization and select the appropriate academic year. Either enter the student ID number of each officer OR search using first and/or last name.
 - Search for your advisor using first and/or last name. If your organization has more than one advisor, select the plus (+) button to add a second advisor.
 - Once you have entered all of the information, press Save. You will receive a confirmation email from Student Activities confirming the receipt of the information.
 - Please note that, at minimum, an organization must list its President, Treasurer, and Advisor in order for the submission to be valid. A full executive board with President, Vice President, Treasurer, and Secretary is highly encouraged.
- Keep your my.ric.edu officer information accurate by submitting any changes in officers or advisors.
- Meet with either the Assistant Director, Student Activities, or a designated Student Activities staff member, to review College policies and officer responsibilities.

In regards to Student Community Government, Inc. Recognition, organizations must complete additional requirements including meeting with the SCG Treasurer to review financial policies, signing President and Treasurer Affidavits, submitting a signed Advisor Agreement, and keeping an updated constitution on file. For more information on SCG requirements and recognition, visit <http://scg.ric.edu>, call (401) 456-8088, email ricscg@ric.edu, or go to Student Union 401. SCG recognition is necessary for funding eligibility and financial account management, inclusion in the Storgy Awards, and other benefits.

Privileges Associated with Status as a Recognized Student Organization

- Use of campus facilities and resources (including ticket sales, group e-mail accounts, and EMS for space reservations, as well as food and service requests)
- Participation in campus sponsored events (such as Campus Activities Day and Student Organization Showcase)
- Eligibility to apply for organizational office space in the Student Union and Ducey Media Center through the space allocation process
- Inclusion on the Student Activities master list for college publications, which is posted at http://www.ric.edu/student_activities/
- Utilization of the services of Student Activities (SA) Marketing
- On-campus mailbox at the Welcome and Information Center to receive important Student Activities and campus wide notices
- Use of the Rhode Island College name associated with your organization
- Event planning support and assistance from RIC Student Activities

Responsibilities of Recognized Student Organizations

- Members represent themselves and the organization in a manner and behavior that is consistent with the policies, procedures, and reputation of Rhode Island College
- Update the organization's contact information whenever new officers are selected
- Check student organization mailboxes and e-mail on a regular basis to receive important announcements
- Follow all Rhode Island College and State of Rhode Island policies and laws governing student organization activities
- Adhere to the guidelines outlined in the organization's constitution

Student organization advisors must be full-time faculty or staff members at RIC. Any exemptions must first be approved by Student Community Government, Inc.

Newly Recognized Groups

Once a new student organization receives recognition through Student Community Government, Inc., they need to go to http://www.ric.edu/student_activities/StudentOrgRegForm.php to enter their officer information. Once that information is received and a billing account is established through SCG, Student Activities can begin setting up an email account and EMS access for the organization. Please note that this process can take around a month to complete.

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