

REGISTERED INDEPENDENT STUDENT ORGANIZATION (RISO)
2016-2017 Academic School Year Registration Form
University of Hawai'i at Hilo

- * **USE this fillable form - handwritten forms will be returned.**
- * **RISO registrations begin on the day of approval, regardless of when it was approved, and end on May 13, 2017.**

Name of Organization: _____

Please checkp: (one of the following)

- p** We are a new RISO Club.
 - **Submit Constitution & By-Laws with 2016-2017 RISO Registration**
- p** We are a returning RISO registered in the 2015-2016 academic year.
 - **Submit a 2016-2017 RISO Registration**
 - **If you were registered before the 2016-2017 academic year please submit your Constitution and By-Laws for our records.**
 - **If you have any amendments to your Constitution and By Laws please submit an electronic copy with edits **highlighted** to *Maile Boggeln at boggeln@hawaii.edu.***

SECTION A. Purpose of Organization:

Include the following organization info: (if applicable)

Email: _____

Website: _____

Mailing Address:

Social Media Accounts:

National Affiliation: (attach the national organization's approval of your chapter)

IRS Non-Profit Status: Yes No

Please also submit IRS 501(c)(3) confirmation.

SECTION B. List the organization's officers, members and advisor(s).

RISO Officers & listed members-at-large must be UH Hilo students registered for 6 or more UH Hilo credits.

President: _____ UH ID #: _____

Contact Info: Ph #: _____ Email: _____

Vice-President: _____ UH ID #: _____

Contact Info: Ph #: _____ Email: _____

Secretary: _____ UH ID #: _____

Contact Info: Ph #: _____ Email: _____

Treasurer: _____ UH ID #: _____

Contact Info: Ph #: _____ Email: _____

Member-at-Large: _____ UH ID #: _____

Contact Info: Ph #: _____ Email: _____

Member-at-Large: _____ UH ID #: _____

Contact Info: Ph #: _____ Email: _____

SECTION C. Advisor

**** Be sure to also complete the Advisor Agreement Form****

Advisor(s): ___ UH Hilo faculty ___ UH Hilo Staff

RISOs are independent of the University of Hawai'i system as deemed by the University of Hawai'i Board of Regents, Chapter 7. Advisor(s) **must be present** at all club meetings, activities and events held at UH Hilo. As the Advisor(s), you agree to have your name released and shared with those seeking to contact your RISO.

Advisor: _____

Mailing Address: _____

Ph #: _____ Email: _____

UH Hilo Affiliation: _____

Advisor: _____

Mailing Address: _____

Ph #: _____ Email: _____

UH Hilo Affiliation: _____

SECTION D. RISO Authorized Representative/Contact:

The following members are authorized, on behalf of this RISO, to reserve/sign for the use of campus facilities and/or services, including the Campus Center. These members are authorized to commit RISO funds as required for use of facilities and/or services. The authorized representatives must be a RISO member listed on this application *excluding* your advisor.

As an official contact person, you agree to the release of your name, phone and email address to persons seeking contact with your RISO. This includes authorizing the use of information to share with interested students on the RISO website or any other listing provided by Campus Center.

	Name	Phone (include Area Code)	Email
1.	_____	_____	_____
2.	_____	_____	_____

**SUBMIT COMPLETED Registration (Six Pages) AND
ANY ATTACHMENTS TO : CAMPUS CENTER rm 210 OR rm
312.**

**ATTN: MAILE BOGGELN
FOR ANY QUESTIONS: Email Maile Boggeln at
boggeln@hawaii.edu.**

The following must be completed as part of the registration process: *We certify that (name of RISO):*

Agrees to: (Please have the President initial)

- _____ a) Follow all rules and regulations as stated in the RISO Handbook and any other applicable University policies and procedures.
- _____ b) The University, in accordance with E1.202, is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and veteran status in all of its programs, policies, procedures and practices. This nondiscrimination policy covers students, employees, and applicants for admission or employment. With regards to students and applicants for admission, it covers admission and access to, benefits of, participation and treatment in all University programs and activities.
- _____ c) The individuals listed in this application authorize the University to release the name and contacts of the organization as well as their names and email addresses as the authorized representatives of this organization. These individuals understand that they may be held personally liable, collectively or individually, for any debts or obligations owed to the University or third-party entities by this organization.
- _____ d) Should any of the 6 authorized representatives, Advisor(s), or contact information (e-mail, telephone, address) change during the academic year, the organization will notify the Campus and Community Service Coordinator (CCS) **within 10 working days** of that change by filling out the **RISO Authorized Representative Change Form**. If this includes a change in the President position, **the new president must attend an orientation session. Please return the form to Maile Boggeln at boggeln@hawaii.edu or CC 312. Failure to inform the CCS Coordinator of these changes may result in loss of the RISO's registration.**
- _____ e) In accordance with Board of Regents Policy RP7.203, RISOs (aka RIOs) are independent of the University and as such may not use the University of Hawai'i at Hilo's address (200 W. Kawili St.) or use the name (University of Hawai'i at Hilo), initials (UH Hilo), insignia, or emblem of the University of Hawai'i at Hilo as an identifier for their RISO.
- _____ f) **INDEMNIFICATION:** This organization shall indemnify, defend and hold harmless the University of Hawai'i, known hereafter as UNIVERSITY, and the State of Hawai'i, known hereafter as the STATE, and their officers, employees, agents or any person acting on their behalf from and against: (1) any claim or demand for loss, liability or damage, including, but not limited to, claims for property damage, personal injury or death, by whomsoever brought, arising from any act or omission of this organization, its officers, employees, or agents connected with the performance of this agreement, except liability arising out of the negligence of the UNIVERSITY or its employees; (2) all claims, suits, and damages by whomsoever brought or made by reason of the non-observance or non-performance of any of the terms, covenants and conditions herein or the rules, regulations, ordinances and laws of the federal, state, municipal or county governments. Furthermore, this organization shall reimburse UNIVERSITY and STATE, and their officers, employees, agents or any person acting on their behalf for all attorney fees, costs and expenses incurred in connection with the defense of any such claims.

2016-2017 RISO Signature Page: (This form must be hand written)

President's Signature: _____ Date: _____

President's Name: (Print) _____

Vice-President Signature: _____ Date: _____

Vice-President's Name: (Print) _____

Treasurer's Signature: _____ Date: _____

Treasurer's Name: (Print) _____

Secretary's Signature: _____ Date: _____

Secretary's Name: (Print) _____

Member-at-Large Signature: _____ Date: _____

Member-at-Large Name: (Print) _____

Member-at-Large Signature: _____ Date: _____

Member-at-Large Name: (Print) _____

Advisor's Signature: _____ Date: _____

Advisor's Name: (Print) _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Name: (Print) _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Name: (Print) _____

2016-2017 RISO Membership Roster

Name of RISO: _____

Please list and provide the following on all RISO members, attach additional pages if needed. Keep in mind that:

- ✓ Your RISO membership must consist of a minimum of six (6) **students whose home campus is UH Hilo** when registering and no less than 75% of your RISO membership must be students whose home campus is UH Hilo throughout the current year's registration.
- ✓ Please provide **UH Hilo ID numbers for all UH Hilo students** and email addresses for all other members. HawCC student members are considered "community".

	Name	UH Hilo ID # or Email (see above)	UH Hilo	Community
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15.				

