2015 - 2016 Academic School Year RISO Orientation Workshop
Informational Sheet

Board of Regents Chapter 7 Policy – Oversees the guidelines for all Registered Independent Organizations (RIOs) which at UH Hilo are Registered Independent Student Organizations (RISOs). Clubs are INDEPENDENT of the University of Hawaii system and are being embraced by student life.

The BOR Chapter 7 Policy also indicates the following:
- RISOs are not directly supported financially through mandatory student activity fees.
- RISOs are not involved in the governance process and does not represent or serve the entire student body on their campus.
- The University assumes no responsibility for the activities of a RISO. RISOs must fully inform its members and the public of its relationship to the University by including the following disclaimer in its publications and communication with third parties: “Although the registered organization has members who are University students, the registered organization is independent of the University and does not represent the views of the University. The registered organization is responsible for its own contracts, acts, or omissions.”

Board of Regents Webpage: http://www.hawaii.edu/offices/bor/policy/

RISO Webpage is at http://hilo.hawaii.edu/campuscenter/riso/
Contains info on the following:
- RISO Registration Packet
- Sample Constitution & By-laws
- Registered RISO List with contact info*
- RISO Announcements
- RISO Updates

* Contact info with the RISO List may not be used as an email listserve by any RISO to promote activities solely for your own benefit.
* RISO Updates/News Letter – will be your source of communication. If you’d like anything announced, please email to boggeln@hawaii.edu.

Make the RISO Handbook the “Club’s Resource” as it has contact info, websites and general info your club will need to know with the following items:
- Facility Usage on Campus – remember it is a privilege and needs approval. Each RISO is responsible to follow the specific guidelines of each facility.
  - Banners – contact Auxiliary services on guidelines
  - CCECS for classroom reservations
- Clubs may not use the University address (200 W. Kawili st.) as their clubs mailing address.
- No food waiver is needed to have food on campus. However, rental of Hale Kehau Dining Hall and Campus Center Dining Facility, a Sodexo food waiver will be needed.
  - Food preparation must be done in a certified kitchen by the Department of Health
- Getting to know your Chartered Student Organizations (CSOs):
  - BOMB, BOSP, Fee Board, SAC and UHHSA.
- The RISO Handbook is currently under revision and RISOs will be notified when it is online at the RISO Webpage
REMEMBER as a RISO you have opportunities to:
- Socialize and be a part of an organization that has the same goals
- Network and collaborate with other RISOs, CSOs and community organizations
- Discover and develop your leadership skills
- Be a part of student life and engage in service learning activities
- Have access to meeting rooms, the motor pool and Campus Center services

Campus Center Services include the following:
- Bulletin Boards for fliers which are preapproved
  - Remember to include the following statement:
    “Anyone requiring auxiliary aids or special accommodations to participate in this event should contact (club person) at (phone or email), 808-932-7002 (TTY) by (date that is 10 working days prior to the event).”
- News and Events Calendar
- Meeting Rooms – reserve online at least 10 working days before your activity
- Tabling and doing events in the Plaza

Your Chartered Student Organizations can do the following:
- BOMB/URH/VVP – announcements, guest interview, sound equipment – fees apply
  - BOMB…CC-313…
- BOSP/Ke Kalahea – advertisement, announcement or feature story
  - BOSP… CC-214…
- SAC & UHHSA – collaborate with funding RISO activities
  - SAC… CC-301-A…
  - UHHSA… CC-203-A…
  - RISOs requesting funding are required to attend a Funding Workshop.

RISK Management at UH Hilo:
- Advisors are to be at meetings, activities or events. Advisors are being held responsible for UH Hilo vans from Auxiliary and must be present during the use of vans with trips.
  - A certified van driver must be registered with Auxiliary for van usage
    - Visit the UH Hilo Parking Office to register for trainings with van driving
  - Please abide by Auxiliary guidelines to be in good standing for another reservation.
- Fliers with events and activities must have a designated start and ending time
  - FLIERS need to have the following statement:
    “Anyone requiring auxiliary aids or special accommodations to participate in this event should contact (club person) at (phone or email), 808-932-7002 (TTY) by (date that is 10 working days prior to the event).”
- We are a drug and alcohol free campus – Abuse of this policy will have privileges as a club revoked.

For more info, contact Maile Boggeln at 808.932.7796 and/or boggeln@hawaii.edu. MAHALO!