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WHAT IS A R.I.S.O?
*RISO* is an acronym that stands for “Registered Independent Student Organization

WHO NEEDS AN APPLICATION?
New and Returning R.I.S.O’s will need to complete an application if there have been any changes to your officers or advisor.

HOW DO I START A R.I.S.O?
The first step is getting an application.
Applications are available during the current school semester.

IF YOU ARE RENEWING YOUR APPLICATION?
If you are renewing, an email with the
subject line: “Renewing”
in the email message: {Club name; no changes}
EXAMPLE: LIFE Club; no change

WHERE DO I GET AN APPLICATION?
*R.I.S.O* applications are available two ways:

1) Stop by the Student Life and Development Office and pick up an
 Application. (Application can be written)

2) Visit our Student Life and Development website online
http://programs.honolulu.hawaii.edu/studentlife

Where can I pick up an application?

Applications can be picked up at the Student Life & Development office in Building 2, Room 113.

Digital Application

and download our form fillable digital application from our website.
WHERE DO I TURN IN THE APPLICATION?
*The completed application can be submitted to the Student Life and Development office in Building 2, Room 113,*

*Or it can be electronically submitted through hccsld@hawaii.edu*

HOW DO I FILL OUT AN APPLICATION?
*To start/continue a R.I.S.O you need the following:*

- At least 5 student members
- A faculty or staff advisor
  
  A club constitution, [http://tinyurl.com/RISO-Constitution](http://tinyurl.com/RISO-Constitution)
  
  *A sample of the constitution is located on our website*

*If you're a continuing R.I.S.O you will also need the following:*

- Meeting minutes confirming election of your officers
- The most current, updated copy of you constitution
- A current roster of your members (Member Roster)

NEED HELP FILLING OUT THE APPLICATION?
*Stop by our office and ask any of our Student Life and Development Staff during office hours. Monday-Friday 8:00am-3:30pm closed during holiday’s, weekends and events.*

*You are also welcome to email us at hccsld@hawaii.edu or call us at (808) 845-9498*

IS TRAINING REQUIRED BEFORE BECOMING OFFICIAL?
*Yes, all R.I.S.O's are required to attend one R.I.SO/CSO Training session:*
Reserve your seat by visiting the link: **RISO-CSO-Training**

*If you will be requesting funding, there will be an additional training session and it can be found under our FISCAL INFORMATION SECTION*

**FISCAL INFORMATION**

*All financial information is available on our website*

**IMPORTANT INFORMATION ABOUT FUNDING**

- Last Day to Submit Proposal Funding 2/14/2018 by 2:30PM
  You must plan ahead accordingly.

- Requesting groups that require Form 136 must schedule appointment with Fiscal Support which will take place **no later than** 2/21/2018 by 2:30 PM

- Requesting groups who DO NOT REQUIRE a FORM 136 must schedule appointment with Fiscal Support which will take place **no later than** 3/2/2018 by 2:30 PM

- Purchasing worksheets should be submitted only by email to Jonnalyn Alves at ja66@hawaii.edu.

- Format the Subject Line of your email to say: Purchase Worksheet, (RISO name), (Event Name)  *Sample: Purchase Worksheet, Gamer Club Pokémon Tournament.*

- RISO inquiries are only handled on Wednesdays & Fridays. It is best to submit by 3:30 PM these days for the quickest processing

**Who:** RISO Groups who request funding from any CSO. Requests are accepted only for events open to all HonCC Students

**Attendees:** Minimum 1 Officer, 1 Advisor attends meeting from each RISO Group. Only those who attend will be able to submit paperwork for the organization. We recommended other officers attend so they understand as well
2017-2018 FISCAL TRAINING MEETING DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 11, 2017</td>
<td>4:00 PM - 6:00 PM</td>
<td>Building 2 Room 214</td>
</tr>
<tr>
<td>Tuesday, September 12, 2017</td>
<td>2:30 PM - 4:30 PM</td>
<td>Building 2 Room 214</td>
</tr>
<tr>
<td>Thursday, September 14, 2017</td>
<td>4:00 PM - 6:00 PM</td>
<td>Building 72B Room 102</td>
</tr>
<tr>
<td>Monday, September 18, 2017</td>
<td>9:00 AM - 11:00 AM</td>
<td>Building 2 Room 114</td>
</tr>
<tr>
<td>Thursday, September 21, 2017</td>
<td>9:00 AM - 11:00 AM</td>
<td>Building 72B Room 102</td>
</tr>
</tbody>
</table>

Reserve your seat by visiting the link: 2017 - 2018 Fiscal Training Sign Up

FUNDING COUNCIL MEETINGS

Who: RISO Groups who request funding from any CSO. Requests are accepted only for events open to all HonCC Students

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, September 20, 2017</td>
<td>2:30 PM - 4:30 PM</td>
<td>Building 2 Room 214</td>
</tr>
</tbody>
</table>

*** RISO Groups who cannot attend these dates may contact Jonnalyn Alves at ja66@hawaii.edu by the end of September 30- at 3:30PM to make appointment for training. This alternative to attending scheduled training is only for exceptional cases and only one appointment per group per/year will be allowed. ***