

**REGISTERED INDEPENDENT STUDENT
ORGANIZATIONS
(R.I.S.O)
HANDBOOK
ACADEMIC YEAR 2022**

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WHAT IS A R.I.S.O.?

R.I.S.O. 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 typed or written)

2) Visit our Student Life and Development website online

<http://programs.honolulu.hawaii.edu/studentlife>

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 to hccsld@hawaii.edu

HOW DO I FILL OUT AN APPLICATION?

To start/continue a R.I.S.O you need the following:

1. At least 5 student members
2. A faculty or staff advisor
3. A club constitution, <http://tinyurl.com/RISO-Constitution>
4. *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:

1. Meeting minutes confirming election of your officers
2. The most current, updated copy of your constitution
3. 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 holidays, 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.

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

Fiscal Meetings & Dates

Last Day to Submit Proposal Funding 11/18/2022 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 11/15/2022 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 11/15/2022 by 2:30 PM**

Purchasing worksheets should be submitted only by email to hccsld@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 Tuesdays. It is best to submit by 2:30 PM on 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, Faculty, and Staff.

Attendees: Minimum 1 Officer, 1 Advisor attends meetings 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

2022 Funding Council Meetings are determined by how many RISO groups are received during Fall 2022 School Year. To apply to become a RISO group at Honolulu CC please visit the Student Life Office at Building 2 Room 113. Please contact us using email hccsld@hawaii.edu or call 808-845-9498