

REGISTRATION FORM

All student RCOs must register each year with Student Life. Registration for [new](#) and [continuing](#) RCOs are held in August & January. Please note that your organization registration will not be processed until all five officers and [organization advisor](#) (if applicable) fill out the confirmation form that will be emailed to them once the registration form is complete.

Faculty Advisor

A faculty advisor is required for organizations that are academic in nature, honor/Greek society, or work with minors. The faculty advisor will be required to approve the registration in order for registration to be complete.

Activity Level

RCOs that did not hold at least one organizational meeting or event per quarter through the previous academic year will be ineligible for registration renewal.

Working with Minors

RCOs must identify during the registration process if their organization will be working with minors.

Recreation Groups

Organizations that are recreational in nature will be asked to fill out a [participant waiver form](#).

Honor or Greek Societies

Organizations participating in a selective recruitment process will be required to submit an outline of their recruitment and initiation plan in the registration form.

Once the registration period closes, all school-specific RCOs will be reviewed by each school for final approval. Questions If you have any questions regarding the registration process, please contact [Student Life](#).

General Questions

- Group Name
- Category
- Group Acronym
- Mission (Description)
- Five Officer Names & Positions

Additional Questions

- Organization Email
- Faculty Advisor Name (*required for all academic, honor/Greek societies, and RCOs working with minors*)

- Social Media Accounts (*please list all URLs for any social media accounts tied to your organization*)
- Will your organization be working with minors in any circumstances other than health fair screenings and classroom presentations?
- Is your organization a chapter of a local, national or international organization?
 - If yes, please tell us how your organization will apply the local, national or international organization's mission statement to UCSF's campus.
- Does your organization participate in selective recruitment? Selective recruitment is defined as not all those interested in your group is allowed to join. If yes, you will be asked to submit your recruitment plan for review.
- Do you have an initiation process for new members? If yes, you will be asked to submit your initiation plan for review.

Recruitment and Initiation Review (if applicable)

- In order to support your student organization in complying with university policies and creating an inclusive recruitment and initiation process, student organizations are required to submit an outline of their recruitment and initiation plans. Minimally please include the dates for the recruitment and initiation, list of planned activities, and any requirements new members will need to complete in order to be initiated. After the review, it is still the responsibility of the organization to ensure student organization members are complying with all campus policies including the policy on student conduct and hazing.
 - Please upload a copy of your recruitment and/or initiation plan.

Working with Minors Questions (if applicable)

- Is your RCO working under the direction of an organization such as a school, hospital, or community based non-profit?
- If yes, please provide the name of the organization.
- Will your organization be using University funds?
- What kinds of activities will your organization conduct with minors?
 - Please check all of the following that apply to the types of activities your RCO will conduct with minors.
 - Provide transportation for minors
 - Offer swim or aquatic activities
 - Offer activities that require minors to change clothes
 - Provide overnight accommodations
 - Invite non-UCSF students or staff to volunteer during your activity (third party vendors, community volunteers, etc.)
 - None of the above are applicable
- Will the activities occur on a UCSF campus?
 - If no, where will the activities take place off-campus?
- Will your organization require written permission from parents for children to participate?
 - If no, who will collect the written parental permission?
- What kinds of interaction will UCSF students have minors during your activities?

- How will UCSF students be screened and selected to participate?
- What kinds of training will UCSF students receive?
- How will UCSF students be supervised during the activities?
- Who will be responsible if there is a complaint or injury?

Any RCO working with minors must complete an online minor training. Your RCO registration will be dependent upon the administrators and members of your organization each completing the following training.

- Enroll in [online training website](#)
- Enter the registration code: **reg-ucsf-415-studentlife**
- Click “Validate” to confirm registration code
- Check box to agree to Terms & Conditions
- Click “Redeem”
- Answer Registration Questions
 - 1. *Volunteer*
 - 2. *Part-time*
 - 3. *Other*
- Click “Save & Continue”
- Take the **California Mandated Reporter** training

Registration Terms & Agreements

Your electronic signature serves as the same force and effect as your manual signature.

1. The information I have provided is accurate to the best of my knowledge.
2. Your organization registration must include five UCSF affiliated officers.
3. In order for your organization to be recognized as a student organization, all five officers listed must be current UCSF students in good standing with the University.
4. Your organization will not use the name of the University of California, San Francisco or abbreviation thereof as a part of its own name other than as a location, i.e. “at UCSF.”
5. Your membership may only be comprised of students, staff, postdocs or faculty. A UCSF affiliate will be considered a member of your organization if he/she has joined your organization in the Group Portal.
6. Officers, advisor(s), or any persons acting in executive positions will be responsible for all activities of your organization.
7. Your organization must maintain reasonable and prudent procedures for financial affairs, including collection of dues and fees, bookkeeping and fundraising projects.
8. Your organization must register annually with the Student Life office through the Group Portal.
9. Your organization and its members must comply with the University Policies Applying to Campus Activities, Organizations, & Students. The Policies can be found on the [Student Life website](#).

10. Active membership of your organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status.
11. Your organization, or any individual on behalf of your organization, may not engage in any prohibited activities, including but not limited to hazing, discrimination, harassment, and/or potentially abusive behaviors.
12. Your organization and its members agree to indemnify and hold harmless the University, its regents, officers, agents and employees from and against any and all claims arising from your organization (and any other Registered Campus Organization) and its members acts or failures to act, to the extent such claims are not due to the willful or negligent acts or omissions of the University, its regents, officers, agents, employees, and any person or persons under the University's direct supervision and control. The University and your organization agree that any and all acts of your organization and/or its members are not "under the University's direct supervision and control."

OFFICER CONFIRMATION FORM

Please take a moment to review the following videos and resources before answering the four **orientation questions**, taking the **hazing quiz**, and signing off on the **Terms & Agreements**.

- [UCSF Student Organization Video](#)
- [UCSF Student Organization Orientation](#)
- [UCSF Hazing Policies & Reporting Video](#)
- [UCSF Hazing Education, Prevention and Reporting webpage](#)

When you click on the link, it will open in a new window and may download the orientation file. Please sure to click **NEXT** until you reach the last page and click on **SUBMIT**.

Orientation Questions

Please answer the four questions regarding the material covered in the [UCSF Student Organization Orientation](#). When you click on the link, it will open in a new window and may download the file. After reading through the orientation, please answer the orientation questions. Questions change annually.

Hazing Quiz

Please review the following three scenarios and answer which ones you believe constitute hazing. The correct answers will be shared on the following page.

Scenario One

A student organization is excited about welcoming their new members. They want to show them they are there to support them academically but also help them see how fun their group is. Prior to their welcome party, they send out a text saying that new members are encouraged to bring their favorite type of alcohol with them. They also tell them they'll be quizzing them on some trivia about the organization so they should study

prior to meeting. When the new members arrive, they have them wait in a spare bedroom. When the new members come out, they have the lights turned off and direct them to stand in a line. They go down the line and quiz each member on facts about the organization. For every question they miss, the new member next to them has to take a shot of alcohol. They tell the new members before they start the game is optional and fun to build community.

Would this event constitute hazing? *Yes or No*

Scenario Two

One of the longest standing student organizations on campus has traditions that have been passed down for a long time. One of these traditions involves a day long scavenger hunt where new members compete in a series of contests before finding out the identities of their Bigs. The winning team gets treated to dinner by their Bigs. The losers must buy their Bigs dinner. This year new members competed to find the ugliest outfit at Goodwill, to create the most embarrassing interpretive dance and post it on their social media, and to race to the top of Strawberry Hill in Golden Gate Park.

Would this event constitute hazing? *Yes or No*

Scenario Three

It is the end of the quarter, and the President of a student organization wants to ensure new members are feeling connected and bonded to others in the organization. They have put on several events and have hosted study sessions and casual hang outs. The President decides they want to bring the whole organization together one more time before break. They hold a potluck at Golden Gate Park for some informal social time and end their time together by sitting in a circle and having everyone share one thing they were grateful for this quarter and one way they feel they can support others in the organization during the next quarter.

Would this event constitute hazing? *Yes or No*

Do you have any questions regarding the scenarios above? *Yes or No*

Officer Terms & Agreement

Your electronic signature serves as the same force and effect as your manual signature.

1. As an officer, **you must share** the [UCSF Student Organization Orientation](#), [UCSF Hazing Education, Prevention and Reporting webpage](#), and the following Terms & Agreements with all members of your organization.
2. In order for your organization to be recognized as a student organization, all five officers listed must be current UCSF students in good standing with the University.

3. Your organization will not use the name of the University of California, San Francisco or abbreviation thereof as a part of its own name other than as a location, i.e. "at UCSF."
4. Your membership may only be comprised of students, staff, postdocs or faculty. A UCSF affiliate will be considered a member of your organization if he/she has joined your organization in the Group Portal.
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7. Your organization must register annually with the Student Life office through the Group Portal.
8. Your organization and its members must comply with the University Policies Applying to Campus Activities, Organizations, & Students. The Policies can be found on the [Student Life website](#).
9. Active membership of your organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status.
10. Your organization, or any individual on behalf of your organization, may not engage in any prohibited activities, including but not limited to hazing, discrimination, harassment, and/or potentially abusive behaviors.
11. Your organization and its members agree to indemnify and hold harmless the University, its regents, officers, agents and employees from and against any and all claims arising from your organization (and any other Registered Campus Organization) and its members acts or failures to act, to the extent such claims are not due to the willful or negligent acts or omissions of the University, its regents, officers, agents, employees, and any person or persons under the University's direct supervision and control. The University and your organization agree that any and all acts of your organization and/or its members are not "under the University's direct supervision and control."