

INSTRUCTIONS FOR RIO NOTIFICATION FOR CHANGE OF OFFICERS FORM

This form should be filled out if there are any changes to the 6 members (the individuals listed on your RIO registration form) taking responsibility for the RIO.

Please read and follow all instructions carefully. On the form, identify the names and positions of all 6 students currently enrolled at UH Mānoa (UHM) and/or faculty, APT, or staff currently employed at UHM who are officers or designated representatives of the organization and who are authorized to assume responsibility for the organization. Indicate each person's affiliation with UHM (e.g., faculty, staff, student). If you are a graduate student or retiree of UHM please identify yourself as such.

Should names, addresses and phone numbers of any person identified below change, you must notify the CAPS office within 10 working days of that change.

Please provide the most current information and signatures for all six (6) members taking responsibility of the RIO. All requested items on the form must be completed (see example below) for all 6 members when submitting this form. In other words, if only one member will be changed, you must complete the entire form. Incomplete forms will be returned to the RIO contact person.

*To obtain your UH number go to the following URL: www.hawaii.edu/account. After you log into the sign-in box located on this page you will be able to retrieve your 8-digit UH number.

Note: The RIO Notification for Change of Officers Form is a PDF fill-able document. Please use this format to ensure that all information is legible and to avoid any ambiguity. If you are unfamiliar with PDF fill-able documents, please contact the CAPS office at 956-8178 for further instructions.

Please forward completed forms to the Campus Center 208 for approval.

Example:

NAME OF ORGANIZATION: Here Today Gone Tomorrow at UH Mānoa

1. Jane Q. Doe
Name of current member

***8-digit UH Number:** 0000-0000

UH Email: janeqdoe@hawaii.edu

UHM Affiliation: Student
(Student, Faculty, Staff)

Phone contact: (000) 000- 0000
 Home Cellular Other: _____

Position in the RIO: President

Signature: Jane Q. Doe