

Aloha RIO members!

Here are some important RIO announcements you should know about for this year:

### **“WHAT’S NEW”**

#### **ON-LINE RIO FORMS**

- We will begin the process of utilizing on-line, PDF fill-able RIO forms. The forms are located on the RIO website at <http://www.hawaii.edu/caps/rio/rioforms/>.

#### **RIO CENTER**

- Does your RIO need a work room, a place to meet? For more information please go to: <http://www.hawaii.edu/caps/rio/rionews/>

#### **RIO MAILBOXES @ THE RIO CENTER**

- Did you know that RIOs can now have an assigned mailbox? For more information please go to: [http://www.hawaii.edu/caps/rio/rioforms/mailbox\\_form.pdf](http://www.hawaii.edu/caps/rio/rioforms/mailbox_form.pdf)

#### **RIO LOCKERS @ THE RIO CENTER**

- Does your RIO need a locker? For more information go to: [http://www.hawaii.edu/caps/rio/rioforms/locker\\_form.pdf](http://www.hawaii.edu/caps/rio/rioforms/locker_form.pdf)

### **“RIO ANNUAL REGISTRATION”**

It’s time to annually register your RIO for the 2005-2006 academic year. This year I am encouraging all RIOs to use “on-line, PDF fill-able” forms for RIO re-registration. The application form is now available and can be downloaded at <http://www.hawaii.edu/caps/rio/rioapp.pdf>.

Please turn in all completed RIO re-registration forms to the CAPS office, located in the Campus Center room 208, by **4:00 p.m. on Friday, September 30, 2005**.

#### **RE-REGISTRATION REMINDERS**

Please help us streamline the processing of your 2005-2006 RIO registration application by reading the following reminders and completing your RIO application as requested:

- All members listed in item #14, page 2, of the RIO application are currently enrolled UH Mānoa students, current UH Mānoa faculty or staff. RCUH employees are not considered UH Mānoa staff and cannot be listed on the application.
- Please be sure to identify one of the six individuals listed in item #14, page 2, of the RIO application as the “RIO contact person.” The designated individual should sign the RIO application and be responsible to attend an RIO orientation. If the RIO contact person for this academic year has changed from last year, she/he must attend an RIO orientation session in order to complete registration for the 2005-2006 academic year. Please refer to the “RIO Orientation Schedule” below.

- Provide accurate UH numbers in item #14, page 2, of RIO application. To obtain your UH number go to [www.hawaii.edu/account](http://www.hawaii.edu/account). After logging into the sign-in box located on this page you will be able to retrieve your 8-digit UH number.

**Important note:** Social security numbers and UH library bar code numbers are not acceptable and will slow down the processing of your RIO application and your RIO approval.

- If your RIO conducts pre-initiation activities or rituals, you will need to complete the following additional documents along with the RIO application and complete an anti-hazing orientation:
  - Attachment 1 for “Non-Greek” Organizations  
[http://www.hawaii.edu/caps/rio/rioforms/nongreek\\_haz.pdf](http://www.hawaii.edu/caps/rio/rioforms/nongreek_haz.pdf)
  - Attachment 2 for “all Fraternities and Sororities”  
[http://www.hawaii.edu/caps/rio/rioforms/greek\\_haz.pdf](http://www.hawaii.edu/caps/rio/rioforms/greek_haz.pdf)

Please contact Randy Chambliss (956-4819 or [rchambli@hawaii.edu](mailto:rchambli@hawaii.edu)) to schedule all “Anti-hazing” orientations.

- Ensure signatures of all officers or designated representatives are affixed on page 3 of the RIO application and are in the same order as listed in item #14, page 2, of RIO application.
- Complete the RIO Application Checklist, page 9 of the RIO application. To ensure that your RIO application has been completed as requested, please read each entry carefully and acknowledge each entry with a checkmark in the space provided.

**Important note:** Failure to complete the RIO application as requested will slow down your application process and your RIO approval.

### “RIO ORIENTATION”

If the contact person for the RIO changed from last year, you must attend a **MANDATORY** orientation session to complete the re-registration of your RIO for the 2005-2006 academic year.

If the contact person for the RIO has not changed you do not need to attend an orientation session. However, we encourage you to send new members from your organization to the orientation.

All RIO orientation sessions will be on a first come first served basis and limited to 20 participants per session. Therefore it is important that you confirm your orientation session as soon as possible. Please confirm your orientation session by calling 956-8178 or stop by the CAPS office located at in the Campus Center room 208. Failure to attend an orientation session will result in the forfeiture of registering your RIO for this academic year.

## RIO ORIENTATION SCHEDULE

### **Monday Room #1 (10:00am – 11:00am) Room#2 2:00pm – 3:00pm**

09/12/05	CC	306	CC	306
09/19/05	CC	309	CC	309
09/26/05	CC	310	CC	310
09/29/05	CC	309	CC	309

### **Tuesday Room #1 (9:00am – 10:00am) Room#2 1:00pm – 2:00pm**

09/13/05	CC	309	CC	309
09/20/05	CC	310	CC	310
09/27/05	CC	309	CC	309
09/30/05	CC	309	CC	309

### **Wednesday Room #1 (11:00am – 12:00noon) Room#2 2:00pm – 3:00pm**

09/14/05	CC	309	CC	309
09/21/05	CC	309	CC	309
09/28/05	CC	308	CC	308
10/05/05	CC	309	CC	309

### **Friday Room #1 (10:00am – 11:00am) Room#2 2:00pm – 3:00pm**

09/16/05	CC	306	CC	306
09/23/05	CC	309	CC	309
09/30/05	CC	309	CC	309
10/07/05	CC	309	CC	309

Please do not hesitate to contact me should you have any questions regarding this message. I can be contacted at (808) 956-4814 or via email [lia@hawaii.edu](mailto:lia@hawaii.edu).

I look forward to working with you again this year.

Lia O'Neill Keawe  
Associate Director  
Leadership Development Programs  
Co-curricular Activities, Programs and Services