



BEAR CAVE

How To Renew My Existing Organization on BearCave



Office of Student
Organizations

Step 1: Log into BearCave: unco.campuslabs.com/engage

BEAR CAVE

Search...

SIGN IN

Discover unique opportunities at University of Northern Colorado

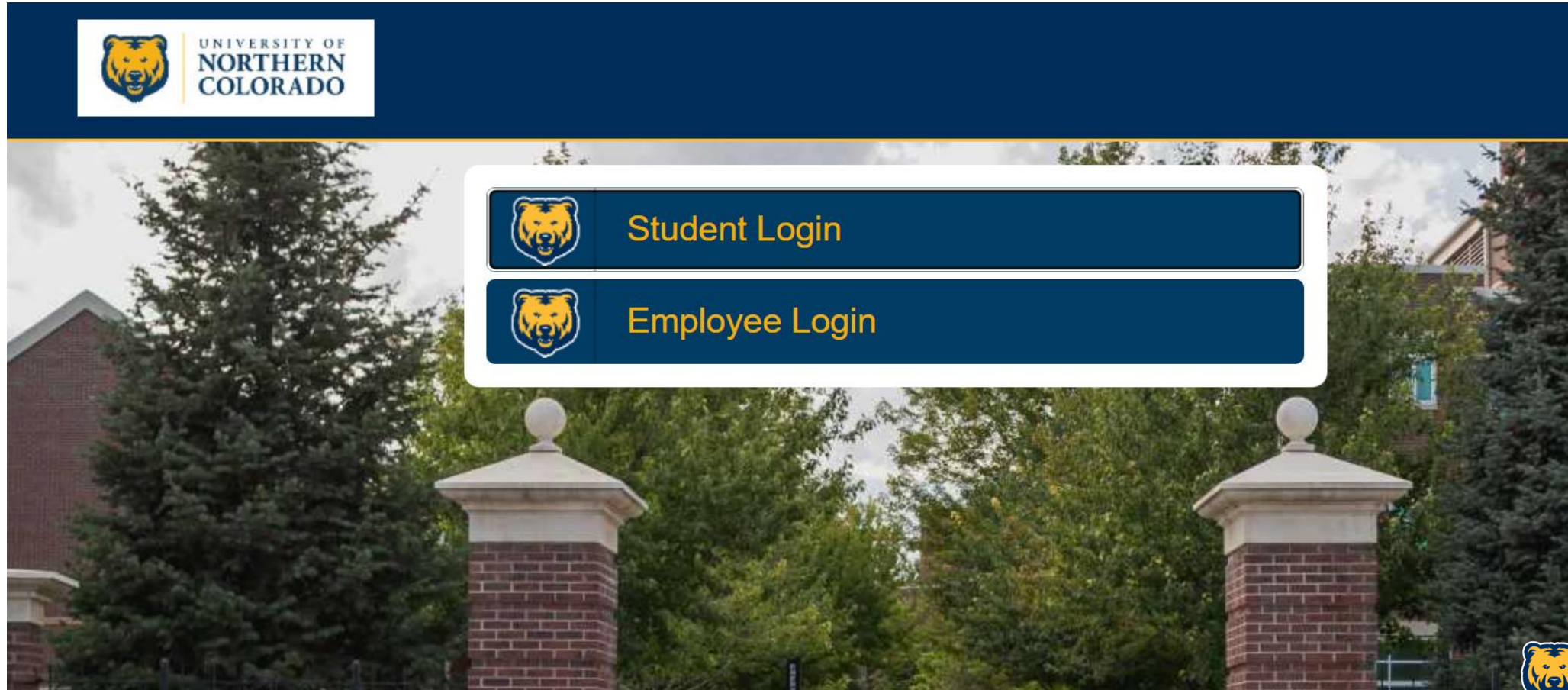
Search Events, Organizations, and News Articles

UNC

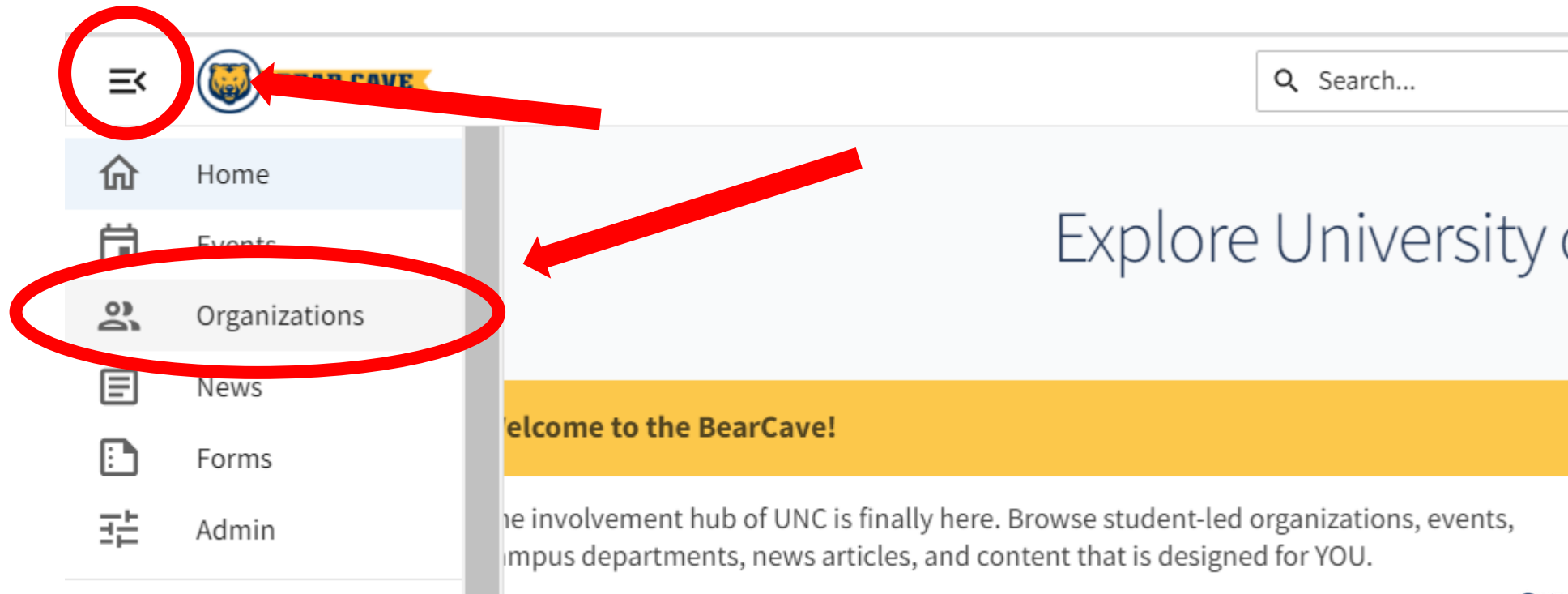
Office of Student Organizations

<https://unco.campuslabs.com/engage/account/login?returnUrl=/engage/>

Step 1: Log into BearCave: UNC screen, click student or employee login



Step 2: Expand the menu by clicking the top left icon and then click to the “Organizations” tab



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Organizations

Step 3: Once on the “Organizations” page, click “Register An Organization”

The screenshot shows the "Organizations" page on the UNC website. At the top left is the "BEAR CAVE" logo. A search bar is located at the top center. On the right side of the header, there are icons for a calendar, a notification bell, and a user profile "S".

The main content area is titled "Organizations". On the left side of this area, there is a search box labeled "Search Organizations" and a "Categories" dropdown menu with "Select categories" and a downward arrow. Below these is a blue button with the text "REGISTER AN ORGANIZATION", which is circled in red. To the right of the search and category filters is a list of organization cards:

- A'oga Siva Samoa**: This club will spread cultural education of Samoa through dance, workshops with non-profit Colorado organizations, and more.
- African Students United**: ASU's mission is to unify the African student body and friends of Africa within UNC. We believe in creating a club where students can socially convene in a friendly and supportive atmosphere to grow together as well-rounded young men and women.
- Alpha Kappa Psi**: Alpha Kappa Psi is a professional fraternity. Although housed in the Monfort college of business, we welcome all majors and are co-ed. We practice developing our future skills and constantly improving our professional selves.
- Alpha Omicron Pi Sorority**: Alpha Omicron Pi was founded in 1897 at Barnard College and made its way to the UNC campus in the early 2000s. We were founded on inclusivity and still hold onto and practice that value strongly amongst our members and individuals.

At the bottom right of the page is the UNC logo (a bear head) and the text "UNC". Below the UNC logo is the text "Office of Student Organizations".

Step 4: Find your current organization in the “Re-Register Existing” availability list

BEAR CAVE

Search...

Register an Organization

Re-Register Existing

Bearly a Society

Bearly a Society (test)
Available

RE-REGISTER

It will be marked as “Available” if your renewal is open.

Click this blue “RE-REGISTER” button to renew your organization.



Step 5: Read Instructions.



Q Search...

Renew Existing Recognized Student Organization (RSO): 2023-2024 - Step 1 of 4

Please review the following instructions.

Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it from your [Submissions](#).

Hello! This registration is for current Registered Student Organizations (RSOs) to renew recognition, rosters, advisors, trainings, and constitutional documents for the 2023-2024 academic year.

Please read before continuing:

1. You must have your entire, updated roster ready to go. **You need UNC BearMails from all members and your Advisor's email. No Gmails or other emails allowed.**

- *Please encourage all club members, officers, and Advisors to accept the BearCave membership invite email to your club.*

2. **You need this new constitution, click here to download the template. Please fill out and upload into this registration, it is required.**

- You can add additional constitutional documents to your Organization Profile Documents section after you are approved for 2023-2024 recognition. [Here is how you find the Documents section for your club in your Officer Toolbox.](#)

NEXT

- ✓ RSOs need their entire roster & updated Advisor contact information
- ✓ RSOs need the [official OSO Constitution Template filled out](#)



Office of Student Organizations

Step 6: Report your *entire* organizational roster.



Search...

Renew Existing Recognized Student Organization (RSO): 2023-2024 - Step 1 of 3

Select members to fill the Positions in your Organization.

View Organization Roster Requirements

Fulfill your Organization's Roster Requirements

At least 1 Advisor

At least 1 Financial Authority (Treasurer)

At least 1 Vice President

At least 1 President

At least 4 total participants



- ✓ Organizations need an Advisor, Financial Authority (Treasurer), Vice President, and President for their roster.
- ✓ **Please include ALL MEMBERS**, even if they do not hold an officer position
- ✓ **Please use ONLY UNC bearmails & first.last emails** (no Gmails or other email addresses are accepted)



Office of Student Organizations

Step 7: Upload the Official OSO Constitution



Q Search...

Form Field

Renew Existing Recognized Student Organization (RSO): 2023-2024 - Step 2 of 3

Select a file to upload as your organization's constitution/bylaws.

Constitution/Bylaws Upload

* Upload Constitution/Bylaws

Choose File No file chosen

PREVIOUS

NEXT

- ✓ [RSO/Fraternity & Sorority Official OSO Constitution Template](#)
- ✓ [Club Competitive Sports Official OSO Constitution](#)
- ✓ You may upload additional constitutional documents in your organizational profile once registered.



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Step 8: List your organization's interests to build your profile.



Form Fields Marked with

Renew Existing Recognized Student Organization (RSO): 2023-2024 - Step 3 of 3

Select interests that represent your organization.

Organization Interests

Select Interests

- Academic
- Art
- Culture
- Faith & Religion
- General
- Ideology & Politics
- Media

Rank Interests

PREVIOUS

NEXT



Office of Student Organizations

Step 9: Submit your renewal registration!



Search...

[← BACK TO SUBMISSIONS](#)

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Registration for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Registration Form. Your organization will be available as soon as it is Approved, but it may take a few minutes to appear in search results.

Submission

[PRINT](#)

In Progress

Bearly a Society (test)

1. [Organization Roster](#)
2. [Upload Constitution - Bylaws](#)
3. [Organization Interests \(optional\)](#)

[✓ SUBMIT](#)

[DELETE SUBMISSION](#)



Office of Student
Organizations

Example: If your renewal gets **denied**, you will receive this email:


Your registration request for Bearly a Society (test) has been denied.



noreply@engage.mail.campuslabs.com

To ● Spencer, Sarah



 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

The registration that you submitted on behalf of Bearly a Society (test) has not been approved and may require further action on your part.

Please see the reviewer's comments below or view your submission.

[View Registration Submission](#)

Click "[View Registration Submission](#)" to resubmit

You are receiving this email because you are a member of BearCave.
Manage your [email preferences](#).




Office of Student Organizations

How to Resubmit a Denied Renewal Registration

[← BACK TO MY SUBMISSIONS](#)

Submission


Organization Re-Registration
Bearly a Society (test)


Renew Existing Recognized Student Organization (RSO): 2023-2024 

Sarah Spencer - Wed, Jun 21, 2023 11:35 AM MDT
Bearly a Society (test)

Denied
Date: Wed, Jun 21, 2023 11:42 AM MDT
By: Sarah Spencer

Include Unanswered Questions [Collapse All](#) | [Expand All](#)

Roster 

Constitution/Bylaws Upload 


Resubmit
Click the button below to update and resubmit this form.


RESUBMIT






Example: if your renewal gets **approved**, you will receive this email

Your registration request for Bearly a Society (test) has been approved!

 noreply@engage.mail.campuslabs.com
To ● Spencer, Sarah

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

  Reply  Reply All

[EXTERNAL EMAIL]

The registration request you submitted on behalf of Bearly a Society (test) has been approved.

No Comments Specified

[View Organization](#)



Office of Student
Organizations

Accept Your Membership!

It is **required** that Advisors & student members accept their invite.

Fw: Organization Invitation: Bearly a Society (test)



GarciaRamos, Jesus <garc2791@bears.unco.edu>

To ● Spencer, Sarah



If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Start your reply all with: [Okay, thank you!](#) [Ok, thanks for letting me know.](#) [Yes, I do.](#) [Feedback](#)

Subject: Organization Invitation: Bearly a Society (test)

Sarah Spencer has invited you to join the organization **Bearly a Society (test)**.

You can accept or decline by visiting your pending invitations.

[Manage Invitations](#)

You are receiving this email because you are a member of BearCave.
Manage your [email preferences](#).

Once your organization is renewed/approved, this is the email your entire roster will receive.



Office of Student Organizations