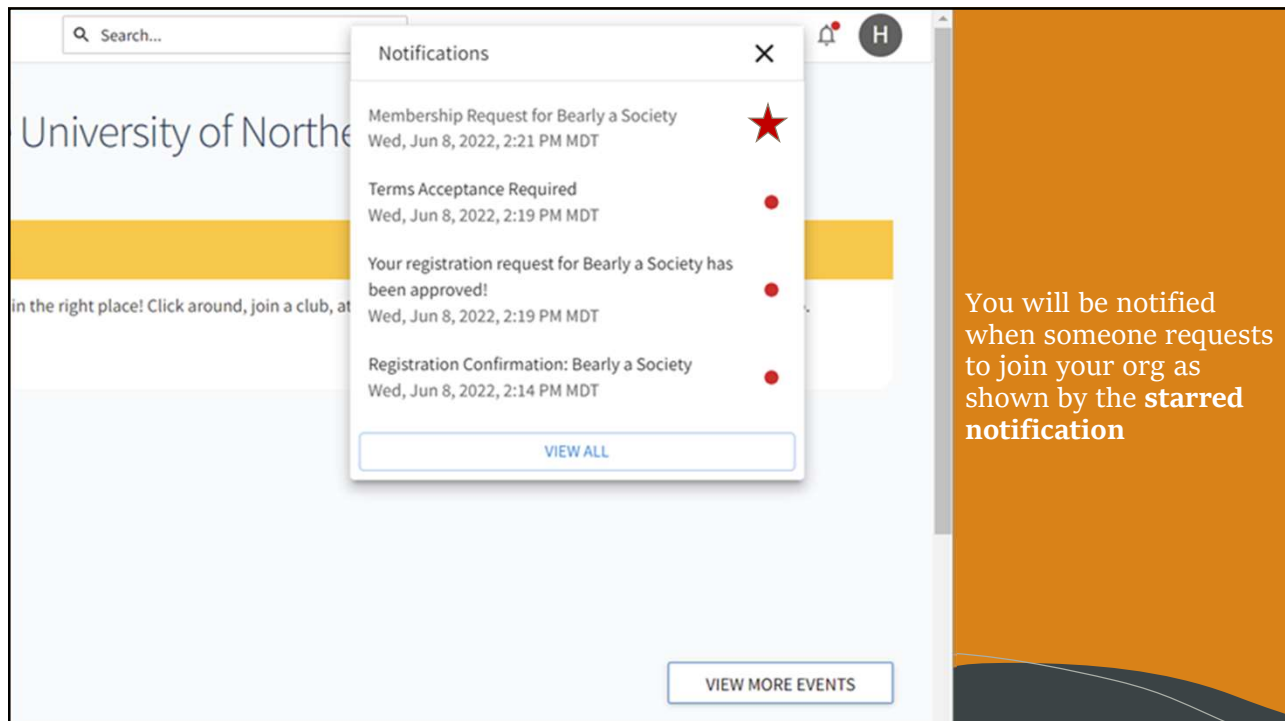
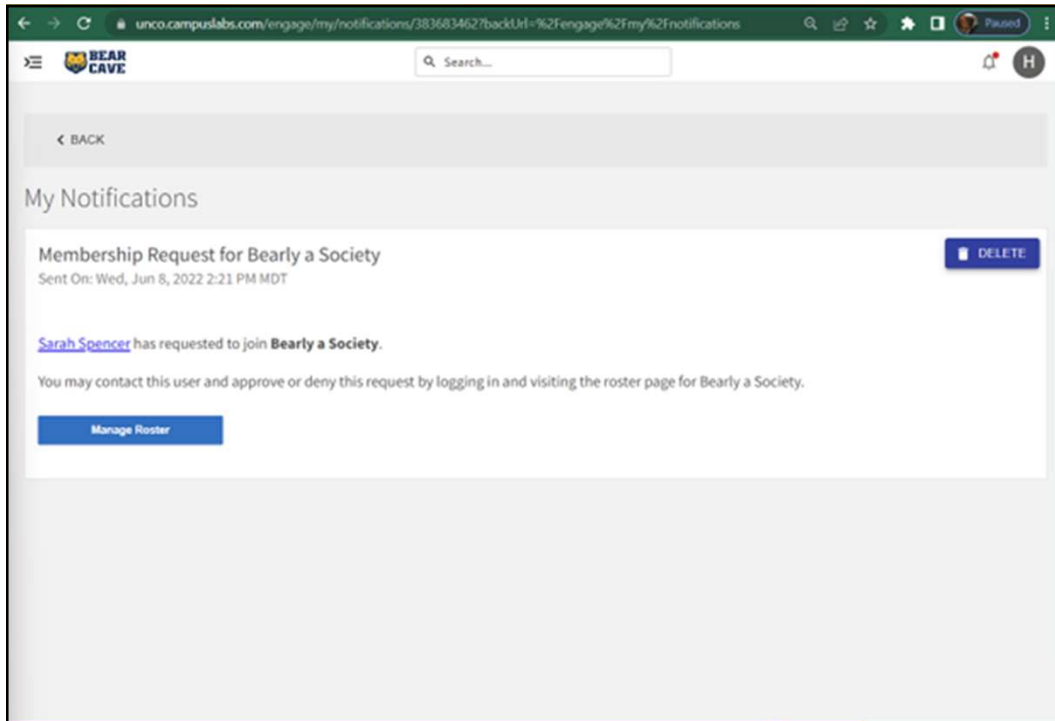


1



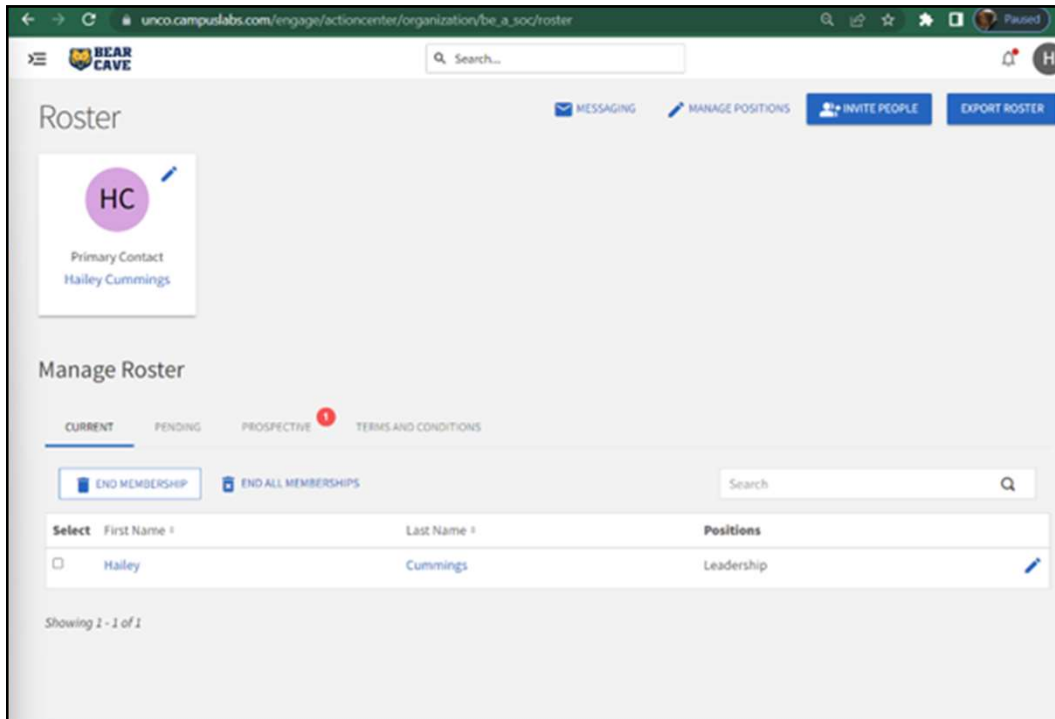
2



With this, you can see who wants to join what org.

Click **Manage Roster** to further assess your options.

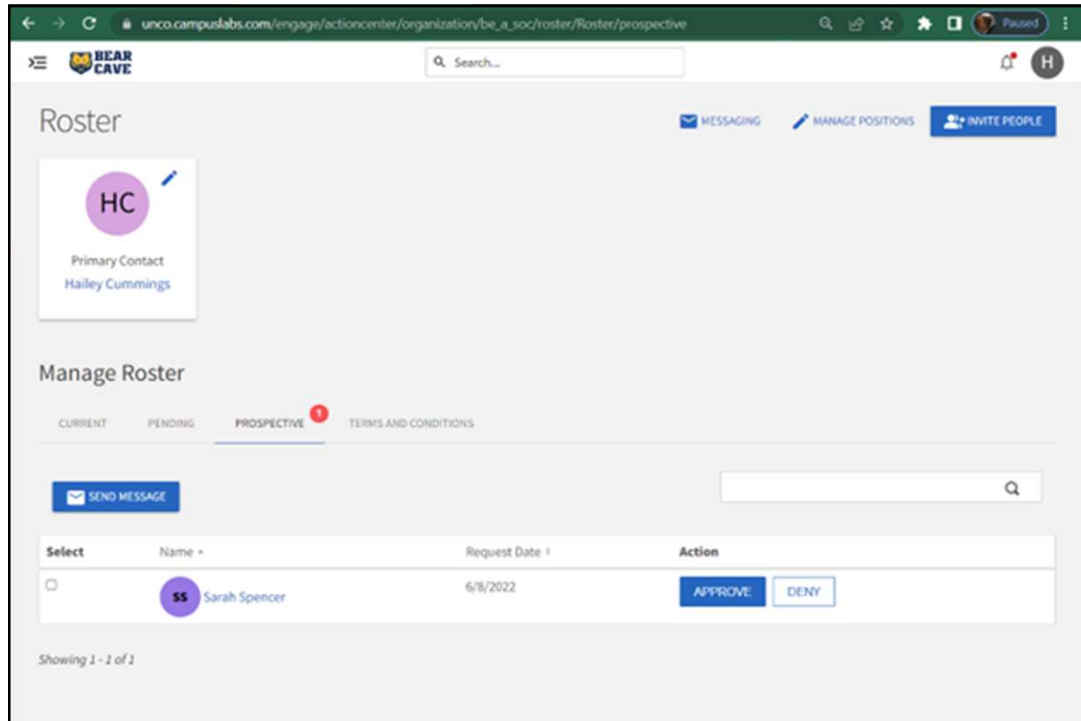
3



Manage Roster takes you here.

Click the **Prospective** category to view members who have requested to join your org.

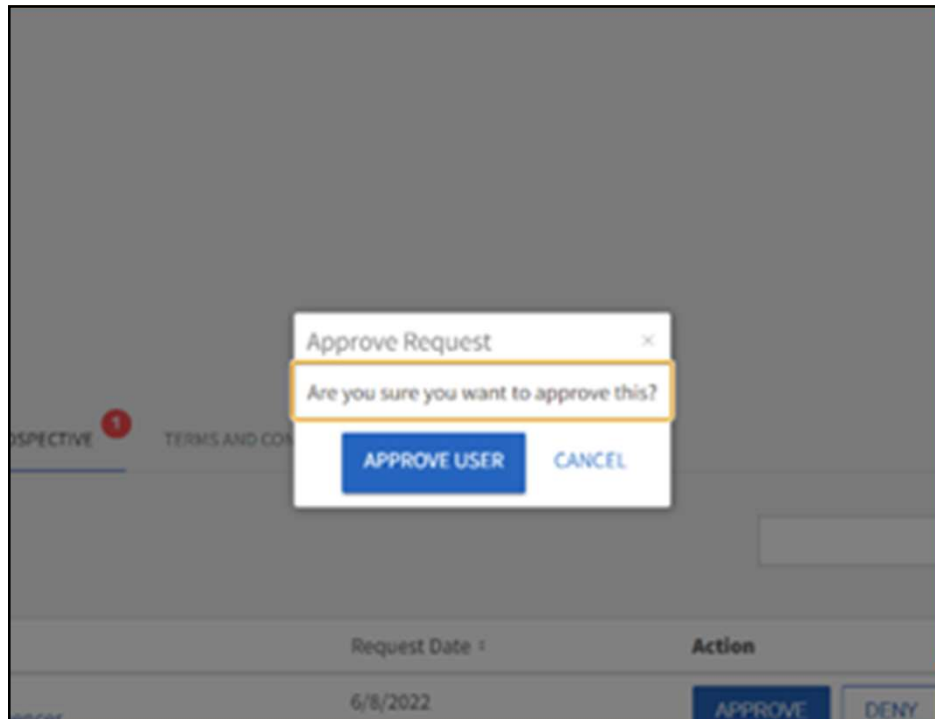
4



The screenshot shows the 'Roster' management page in the Bear Cave system. The 'PROSPECTIVE' tab is active, showing a table with one entry: Sarah Spencer, who requested on 6/8/2022. The 'Action' column for this entry has 'APPROVE' and 'DENY' buttons. A 'SEND MESSAGE' button is also visible. The interface includes a search bar and navigation links for 'MESSAGING', 'MANAGE POSITIONS', and 'INVITE PEOPLE'.

From here, you can **approve or deny** a prospective member's request

5



The screenshot shows a modal dialog box titled 'Approve Request' with the question 'Are you sure you want to approve this?'. It has two buttons: 'APPROVE USER' and 'CANCEL'. The background shows the same roster management interface as the previous screenshot, but it is dimmed.

Your screen will look like this depending on what you select.

I chose to approve a member.

6

unco.campuslabs.com/engage/actioncenter/organization/be_a_soc/roster

BEAR CAVE

Search...

MESSAGING MANAGE POSITIONS INVITE PEOPLE EXPORT ROSTER

Roster

HC
Primary Contact
Hailey Cummings

Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP END ALL MEMBERSHIPS

Search

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Hailey	Cummings	Leadership
<input type="checkbox"/>	Sarah	Spencer	

Showing 1 - 2 of 2

Once approved, your member will be added below you or the primary contact of the org

7

BEAR CAVE

Search...

MESSAGING MANAGE POSITIONS INVITE PEOPLE EXPORT ROSTER

Roster

HC
Primary Contact
Hailey Cummings

Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP END ALL MEMBERSHIPS

Search

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Hailey	Cummings	Leadership
<input type="checkbox"/>	Sarah	Spencer	

Showing 1 - 2 of 2

Manage Positions

Sarah Spencer

- ☐ Advisor
- ☐ Financial Authority (Treasurer)
- ☐ Leadership
- ☒ Member
- ☐ President
- ☐ Primary Contact

Positions that are disabled may only be added or removed by an administrator.

SAVE CANCEL

Click the pencil on the other side of their name to assign positions in the org

8

Roster

MESSAGING MANAGE POSITIONS INVITE PEOPLE

HC
Primary Contact
Hailey Cummings

Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP END ALL MEMBERSHIPS Search

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Hailey	Cummings	Leadership
<input type="checkbox"/>	Sarah	Spencer	Financial Authority (Treasurer)

9

Roster

MESSAGING

HC
Primary Contact
Hailey Cummings

Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP END ALL MEMBERSHIPS Search

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Hailey	Cummings	Leadership
<input type="checkbox"/>	Sarah	Spencer	Financial Authority (Treasurer)

Showing 1 - 2 of 2

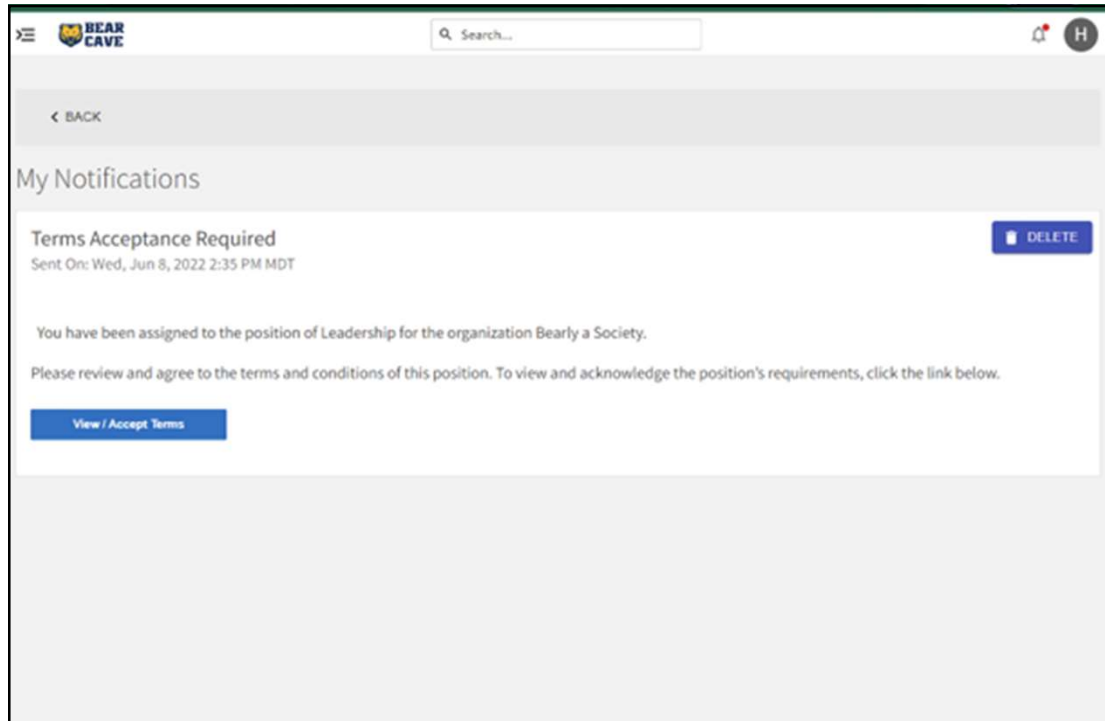
Notifications

- Terms Acceptance Required
Wed, Jun 8, 2022, 2:35 PM MDT
- Membership Request for Bearly a Society
Wed, Jun 8, 2022, 2:28 PM MDT
- Membership Request for Bearly a Society
Wed, Jun 8, 2022, 2:21 PM MDT
- Terms Acceptance Required
Wed, Jun 8, 2022, 2:19 PM MDT
- Your registration request for Bearly a Society has been approved!
Wed, Jun 8, 2022, 2:19 PM MDT
- Registration Confirmation: Bearly a Society
Wed, Jun 8, 2022, 2:14 PM MDT

VIEW ALL

Please be sure you are checking your **Bell for notifications**, like signing your terms and conditions!

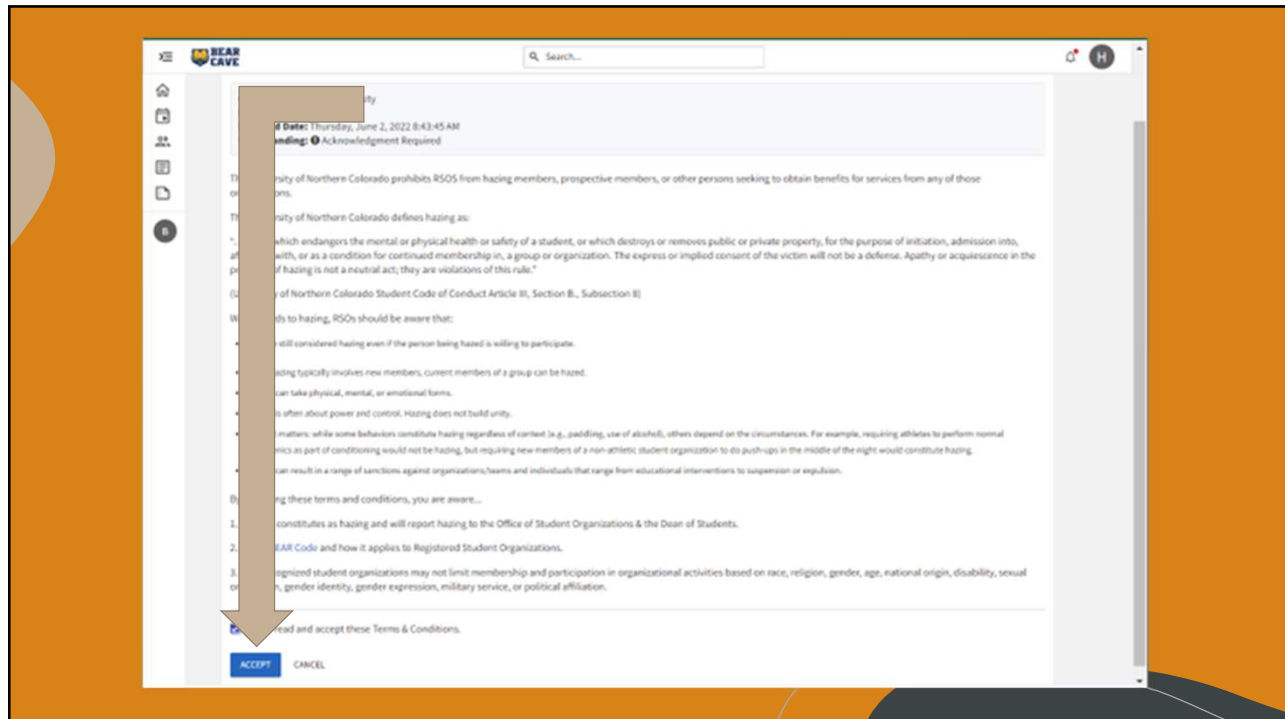
10



The screenshot shows the Bear Cave app interface. At the top, there's a search bar and a user profile icon. Below the navigation bar, the title 'My Notifications' is displayed. A notification card titled 'Terms Acceptance Required' is shown, with a 'DELETE' button in the top right corner. The notification text states: 'You have been assigned to the position of Leadership for the organization Bearly a Society. Please review and agree to the terms and conditions of this position. To view and acknowledge the position's requirements, click the link below.' A blue button labeled 'View / Accept Terms' is at the bottom of the notification card.

Please view and accept the terms after thoroughly reading through

11



This screenshot shows the full content of the 'Terms Acceptance Required' notification. A large, light brown arrow points from the top of the notification down to the 'ACCEPT' button at the bottom. The text within the notification includes:

- From:** Bearly a Society
- Date:** Thursday, June 2, 2022 8:43:45 AM
- Ending:** Acknowledgment Required

The main body of the notification contains the following text:

The University of Northern Colorado prohibits RSOs from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those persons.

The University of Northern Colorado defines hazing as:

"...which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; they are violations of this rule."

(University of Northern Colorado Student Code of Conduct Article III, Section B., Subsection II)

With regards to hazing, RSOs should be aware that:

- Hazing is still considered hazing even if the person being hazed is willing to participate.
- Hazing typically involves new members, current members of a group can be hazed.
- Hazing can take physical, mental, or emotional forms.
- Hazing is often about power and control. Hazing does not build unity.
- Incidents: while some behaviors constitute hazing regardless of context (e.g., paddling, use of alcohol), others depend on the circumstances. For example, requiring athletes to perform normal warm-ups as part of conditioning would not be hazing, but requiring new members of a non-athletic student organization to do push-ups in the middle of the night would constitute hazing.
- Hazing can result in a range of sanctions against organizations, teams and individuals that range from educational interventions to suspension or expulsion.

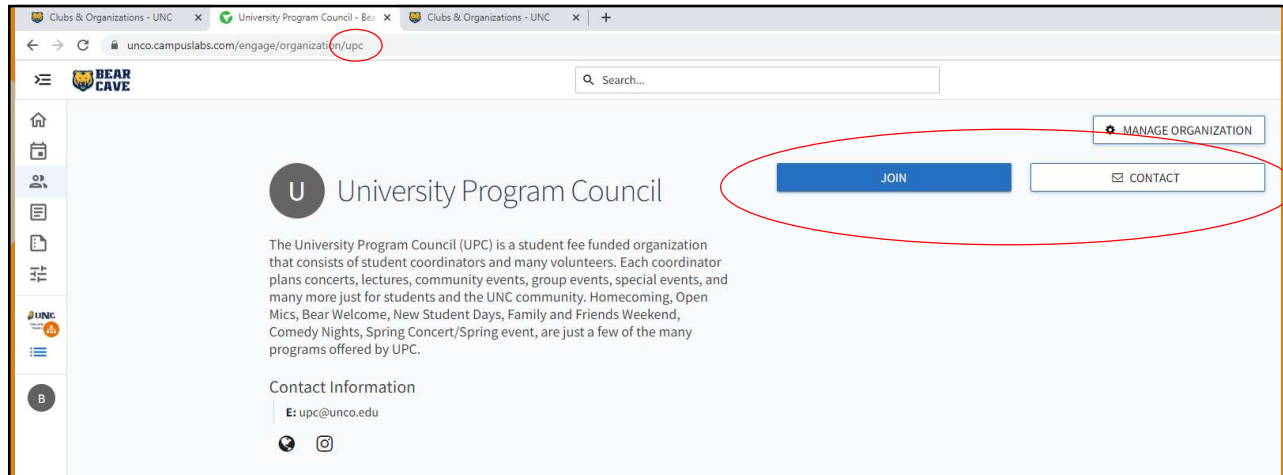
By reading these terms and conditions, you are aware...

1. Hazing constitutes as hazing and will report hazing to the Office of Student Organizations & the Dean of Students.
2. Bear Cave Code and how it applies to Registered Student Organizations.
3. Registered student organizations may not limit membership and participation in organizational activities based on race, religion, gender, age, national origin, disability, sexual orientation, gender identity, gender expression, military service, or political affiliation.

I have read and accept these Terms & Conditions.

At the bottom, there are two buttons: 'ACCEPT' (in blue) and 'CANCEL'.

12



Clubs & Organizations - UNC x University Program Council - Be... x Clubs & Organizations - UNC x +

unco.campuslabs.com/engage/organization/upc

BEAR CAVE

Search...

MANAGE ORGANIZATION

JOIN CONTACT

U University Program Council

The University Program Council (UPC) is a student fee funded organization that consists of student coordinators and many volunteers. Each coordinator plans concerts, lectures, community events, group events, special events, and many more just for students and the UNC community. Homecoming, Open Mics, Bear Welcome, New Student Days, Family and Friends Weekend, Comedy Nights, Spring Concert/Spring event, are just a few of the many programs offered by UPC.

Contact Information

E: upc@unco.edu

Non-member perspective

Please see the red circles – by registering on BearCave, you get your own club website URL that you create during your registration process. Use this URL to create a QR code for recruitment. This is what a non-member sees when they are viewing your page. The “Join” & “Contact” buttons will show up to students who go to your webpage, and you can gather their First & Last Name, and UNC email for easy recruitment! The “Contact” button is also a great function for collaborating with other clubs in our community!