CCE Program Registration Process

1) **Go to the CCE website and look at the programs offered this semester.**
   http://www1.easternct.edu/cce/volunteer-opportunities-home/

   Note: Programs under “Community Programs” are typically semester-long commitments. RAs have done these as semester-long CCE programs in the past but it is not as common. Programs under “Special Events” occur only on the listed date and are utilized more often for RA programming.

2) **Contact GA Nicki (via e-mail: vitellon@easternct.edu) to indicate your interest in program(s). GA Nicki will inform you whether the program(s) is still available to RAs.** It might be proactive to have more than one program in mind in case the first-choice is no longer available.

   Note: Please avoid requesting programs within 2 weeks of the event.

3) **Commit to a CCE event by confirming in writing (via e-mail: vitellon@easternct.edu) to GA Nicki that you will be attending this program.** Please include your personal cell phone number so you can be contacted if the event is cancelled. Upon receiving your e-mail, GA Nicki will provide you with the CCE FileMaker code for the program you wish to adopt.

   At this same time, register yourself online for the event on the CCE website.
   http://www1.easternct.edu/cce/volunteer-opportunities-home/
   Registration can be found with each event listing.

4) Make your program request in FileMaker using the CCE Program code provided to you by GA Nicki. Send the program request to your Hall Director and GA Nicki in FileMaker.

   Important: when having residents sign-up for your event, please have them register online for the event on the CCE website.
   http://www1.easternct.edu/cce/volunteer-opportunities-home/
   Recommendation: feature the above link on the event sign-up sheet and on all other advertising for the event. **Highly encourage your residents to register online.** Last-minute participants will be provided with necessary paperwork at the time of the event.

5) As the event date is approaching, RAs are responsible to follow up with every person who signs up for the event. Ensure that online registrations have been completed.

6) Have a great CCE adopted program!