Independent Registered Student Organization Advisor Orientation

Dean of Students Office
2021-2022
Independent RSO
What it Means to be an Independent RSO

• Illinois State University does NOT assume liability for RSO activities.
• Illinois State University will NOT be held financially responsible/liable for claims incurred as a result of RSO activities.
• Cannot have a financial account on campus for self-generated fees.
• Cannot utilize the University tax-exempt number.
• Cannot utilize University purchasing card.
• Contracts for performers/vendors cannot exceed $4,999.
• May need special event insurance.
• Must follow University procedures.
Who are we?
Registered Student Organization Staff

Amy Miller
RSO Program Coordinator
ajmill2@IllinoisState.edu

Mimi Peña
RSO Graduate Assistant
vpsanpena1@IllinoisState.edu
Student Involvement Center

Contact Information
• Bone Student Center 227
• (309) 438-2151
• StudentOrganizations@IllinoisState.edu

RSO Information Distribution
• RSO Monthly Newsletter – RSO Advisor position must be accepted in Redbird Life to receive newsletter.
• Email from staff – RSO Advisor position must be accepted in Redbird Life to receive newsletter.
• Redbird Life portal: https://redbirdlife.illinoisstate.edu/
• Student Organizations webpage: https://deanofstudents.illinoisstate.edu/involvement/organizations/
What do we do?
What we do...

• RSO annual registration process, orientations, and recruitment fairs.
• Communicate campus policies/procedures to RSO leaders and advisors.
• Process payments for RSOs who receive allocation from Student Fee Board.

• Provide resources/training for RSO leaders and advisors.
• Manage Redbird Life platform.
• Consult on issues/concerns facing RSOs.
• Manage the Student Involvement Center space and resources.
Annual RSO Re-Registration

• Five (5) students required to be able to register.
  • One (1) president and one (1) treasurer minimum.
  • If a student holding an officer position is not in good disciplinary standing, they are expected to step down from the position until they are back in good standing.
• One (1) advisor and one (1) fiscal agent (can be the same person).
• Confirmation sent to student who registered.

If needing to update RSO membership outside of annual registration, RSOs should do so within the roster section of the RSO's Redbird Life profile.

Directions can be found on the RSO Registration webpage:
https://deanofstudents.illinoisstate.edu/involvement/organizations/registration/
Fall 2021 RSO COVID-19 Updates

Policies and Procedures
The University will continue to follow the most up-to-date health and safety guidance and will make adjustments accordingly when necessary.

For Fall 2021, RSOs will be able to:
- Resume meetings, programs, and events in-person. RSOs will also be able to reserve classroom space through appropriate scheduling channels.
- Recruit RSO members at Festival ISU in-person. The event is planned to occur over several days to create lower density events targeting different RSO clusters on each day.
- Register events with alcohol.
- Utilize non-prepackaged food. RSOs will still need to submit necessary paperwork for a temporary food permit.

For more information, visit the Fall 2021: Return to a More Traditional College Experience website.

RSO Travel
Travel by Independent Registered Student Organizations is not considered University-sponsored travel. However, Independent RSOs should be aware that restrictions on the use of University fleet vehicles may impact their ability to travel.
Campus Policies/Procedures

- Amplification
- Contracts
- Event insurance
- Event promotion
- Events with Alcohol
- Film copyright/subtitles
- Fleet
- Food permit
- Funding / Fundraising
- Open External Bank Account
- Protection of Minors on Campus
- Raffles
- RSO Classification
- Space reservation

For more information, visit our:

Policies, Procedures and Forms webpage -
https://deanofstudents.illinoisstate.edu/involvement/organizations/forms/

Event Planning & Management webpage –
https://deanofstudents.illinoisstate.edu/involvement/organizations/event_planning/
Fee Board Funding Opportunities

Program Fund
Applications **due in January for following academic year** for events/travel.

Opportunity Fund
Applications **accepted throughout academic year** for events/travel until funds are depleted.

Application Process
- Events/travel that are beneficial to the student body at large. Funds will be distributed for the cultural, recreational, cocurricular, entertainment, and artistic needs of Illinois State University students.
- Application includes a detailed budget and a narrative form.
- Twenty (20) minute funding hearing. Advisor can attend, but not present.
- Sport Clubs are not eligible.

Additional information found on our [Independent Registered Student Organization webpage](https://deanofstudents.illinoisstate.edu/involvement/organizations/funding/program.php):
Process Payments for Fee Board Allocations

- Advisor/fiscal agent must approve all expenses.
- Cannot spend outside line item allocation without permission from fee board.
- Must follow all University purchasing guidelines (i.e. no gift cards, no alcohol, no donations to political parties, etc.).
- Advisor expenses cannot be paid with student fees.
- Original receipts must be submitted.
- Facilities/Fleet/Catering charges paid directly from account.

- Will not pay vendor directly.
- Must use contract when paying vendors. There is a template on the Independent RSO Fund webpage for use.
- Purchases using funds from an external bank account are not tax exempt (i.e: ISU Credit Union, Heartland Bank, etc.).
- Advisor expected to attend Purchasing Guide meeting if RSO is allocated funds from Dean of Students Fee Board.

Full Purchasing Guide can be found on our Independent Registered Student Organization Fund webpage:
https://deanofstudents.illinoisstate.edu/involvement/organizations/funding/program.php
RSO Terminology & Timeline
## RSO Vocabulary

<table>
<thead>
<tr>
<th>DoS</th>
<th>Dean of Students Office</th>
<th>The Office of Student Activities is a unit of the Dean of Students.</th>
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<tbody>
<tr>
<td>SA</td>
<td>Office of Student Activities</td>
<td>Office where RSOs are housed.</td>
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<tr>
<td>RSO</td>
<td>Registered Student Organization</td>
<td>Clubs, societies, and student groups that are registered with the university through Student Activities.</td>
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<tr>
<td>Redbird Life</td>
<td>Campus Involvement Portal</td>
<td>Redbird Life is the student involvement portal that houses profiles for RSOs and campus departments.</td>
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<tr>
<td>Independent vs. Sponsored</td>
<td>Type of RSO categorization</td>
<td>This impacts how you apply for &amp; use funding, your advisor relationship, and other specific policies.</td>
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## Important Dates

<table>
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<tr>
<th>Month</th>
<th>Event</th>
<th>Details</th>
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<tr>
<td>January</td>
<td>Winter Fest</td>
<td>Winter activities fair for RSOs to recruit members and market events. Space is limited due to being inside.</td>
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<tr>
<td></td>
<td><em>Registration starts mid-November.</em></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Program Fund Applications Due</td>
<td>If needing to apply for funding, utilize student organizations website for more information and specific deadlines.</td>
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<tr>
<td>February</td>
<td>Program Fund Hearings</td>
<td>If RSO applied for funding, presentations to the Fee Board are required.</td>
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<tr>
<td>February/March</td>
<td>Student Involvement Awards</td>
<td>Student involvement award applications open and close in February and close in March. The Student Involvement Recognition Ceremony takes place in April.</td>
</tr>
<tr>
<td>July 1 – Sept 30</td>
<td>RSO Registration</td>
<td>Utilize Redbird Life platform to re-register RSO. RSO can update RSO Officers throughout the year themselves.</td>
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<tr>
<td></td>
<td><em>Does NOT include SFL &amp; Sport Clubs.</em></td>
<td></td>
</tr>
<tr>
<td>July 1 – Until Funds Are Depleted</td>
<td>Opportunity Fund</td>
<td>Applications on a rolling basis for programs/travel that occurred during the year that RSO was not aware of in time to apply for Program Fund. Utilize student organizations website for more information. First-come, first-served basis.</td>
</tr>
<tr>
<td>August</td>
<td>Festival ISU</td>
<td>Fall campus activities fair on the Quad where RSOs, campus departments &amp; community orgs market themselves. RSOs recruit members and market events.</td>
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Redbird Life
Redbird Life

RSO Features

• Create events & track attendance.
• Virtual recruitment.
• RSO document storage.
• Roster management:
  • Invite prospective members to join.
  • Update officers/advisors outside of annual re-registration process.
• Messaging to members.

How-To Instructions

Redbird Life resources section or
https://deanofstudents.illinoisstate.edu/involvement/organizations/resources/
Redbird Life

Advisor Requirement

• Accept role within Redbird Life portal.
• This will ensure you receive all pertinent RSO messaging.

Step 1
Redbird Life

Step 2

My Notifications

Unread From Subject Date

Step 3

Notification
Organization Invitation: Redbird RSO

System Message
Amy Miller has invited you to join the organization Redbird RSO.
You can accept or decline by visiting your pending invitations.

Manage Invitations
Step 4

**Invitations**

**Redbird RSO**

- RSO Advisor
- Accept
- Decline

Show Membership on Public Roster

CONFIRM
RSO Resources
Student Involvement Center

**General Resources**
- Conference space for RSO projects
- Computers with Adobe Creative Suite
- Free 15 pages/day/RSO of printing
- General hang out area
- RSO mail pickup

**Marketing for Events/Recruitment**
- 24 Customized Buttons/Semester/RSO
- Chalk Sidewalk Sign Rental
- Digital Display Screen
- Monthly RSO Newsletter Submission
- Student Activities Social Media – Content Sharing

To submit a request for any of these items:
[https://forms.illinoisstate.edu/forms/sic_marketing_opportunities](https://forms.illinoisstate.edu/forms/sic_marketing_opportunities)

Bone Student Center 227
Open Monday – Friday from 8am-8pm
August – May
Summer hours may differ.
Additional Funding Opportunities

• Civic Engagement Awards
• GEER Grant Funding for 2021–2022
• Multi-Ethnic Cultural and Co-Curricular Programming Advisory Committee (MECCPAC)
• Student Sustainability Committee

For more information visit our Funding Opportunities for Registered Student Organizations webpage:
https://deanofstudents.illinoisstate.edu/involvement/organizations/funding/
Online Resource Center

• Redbird Life Profile Basics
• RSO President, Treasurer, and Advisor Orientation presentations
• Student Involvement Center Information
• Useful Campus Links

For more information visit our RSO Resources webpage:
https://deanofstudents.illinoisstate.edu/involvement/organizations/resources/
Student Conduct

• RSO Conflict (both internal & external)
  • Mediation is available through the Office of Student Conduct and Community Responsibilities.
  • If necessary, complete a public incident report.

• Hazing Module
  • Online, hazing prevention training
  • Can request code through RSO staff

For more information visit the Office of Student Conduct and Community Responsibilities webpage: https://deanofstudents.illinoisstate.edu/conduct/
Recognition
RSO of the Month

Award Criteria

• Contribution to the overall ISU community (i.e., students, staff, faculty, programs) and/or Contribution to the Bloomington/Normal community.

• Contribution to the development of its members.

• Demonstrated commitment to the organization’s purpose and those served by it.

RSO Winner will Receive:

• $50 for RSO

• Recognition in the RSO Newsletter

• Recognition at the end of year Student Involvement Celebration

RSO of the Month Application:
https://forms.illinoisstate.edu/forms/rso_of_the_month
Redbird Life Celebration

- Day of appreciation for campus involvement!
- A way to say thank you to student organizations, RSO advisors, and campus partners.
- A chance to learn more about the Student Activities office.

Traditionally held in April. Details will be listed in Redbird Life.
Student Involvement Celebration

- Individual Awards
  - Monetary scholarship
  - Recognition plaque & award

- RSO Awards
  - Monetary award for RSO
  - Recognition plaque & certificate

Applications open in February with the celebration event held in April.

Award descriptions can be found on our RSO Awards webpage: https://deanofstudents.illinoisstate.edu/involvement/organizations/awards/
Questions?
Student Activities Contact Information

Website: Deanofstudents.illinoisstate.edu/involvement/organizations

Email: StudentOrgs@IllinoisState.edu

Phone Number: (309) 438-2151

Student Involvement Center:
227 Bone Student Center
August – May,
Monday-Friday: 8am-8pm

Illinois State University StudentActivities
Twitter: @ SAI_ISU
Instagram: SAI_ISU