Independent
Registered Student Organization
Advisor Orientation

Dean of Students Office
2022-2023
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.
Advising
Registered Student Organizations
STAY INFORMED!

RSO Monthly Newsletter
- Upcoming deadlines
- New opportunities
- Policy changes

RSO Webpage
- Funding processes/forms
- Important operational links
- Redbird Life how-to's

Student Involvement Center, BSC 227
- Mail pickup
- Meeting space
- Computer/printing access

RSO Staff - Here to help!
Amy Miller, Program Coordinator
ajmill2@illinoisstate.edu
Mimi Peña, Graduate Assistant
vpsanpena1@illinoisstate.edu

STUDENT ACTIVITIES RSO MONTHLY NEWSLETTER

What a fantastic year it has been! We are wishing you a successful end of the semester and the best of luck during finals week. Congratulations to all 2022 graduates!
- Student Activities, a unit of the Dean of Students Office

RSO Webpage:
https://deanofstudents.illinoisstate.edu/involvement/organizations/
# 2022-2023 RSO Calendar

<table>
<thead>
<tr>
<th>2022–23</th>
<th>REGISTER</th>
<th>RECRUIT</th>
<th>PLAN</th>
<th>COORDINATE</th>
<th>TRANSITION</th>
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<tbody>
<tr>
<td><strong>Important Dates</strong></td>
<td></td>
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<td></td>
<td><strong>BSC Open Booking Starts</strong></td>
<td><strong>RSO &amp; Student Leader Award Applications Open:</strong></td>
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<td>Fall 2022:</td>
<td>February 1, 2023</td>
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<td>August 1, 2022</td>
<td>Spring 2023:</td>
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<td>December 5, 2022</td>
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<td><strong>Students</strong></td>
<td><strong>July 1 - Sept 30, 2022</strong></td>
<td><strong>Festival ISU: Aug 30 – Sept 1, 2022</strong></td>
<td><strong>Funding Application Deadlines</strong></td>
<td><strong>RSO Open Booking Starts</strong></td>
<td><strong>RSO &amp; Student Leader Award Applications Open:</strong></td>
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<td>This Academic Year:</td>
<td>February 1, 2023</td>
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<td>Now until funds run out OR</td>
<td>Spring 2023:</td>
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<td>Feb 10, 2023</td>
<td>December 5, 2022</td>
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<td>Next Academic Year:</td>
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<td>February 10, 2023</td>
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<td></td>
<td><strong>Gather updated constitution and roster for Redbird Life involvement portal re-registration process.</strong></td>
<td><strong>Ensure Redbird Life profile information is always up-to-date and check for new member requests. New students are introduced to RSOs in Redbird Life as soon as Preview!</strong></td>
<td><strong>Research meeting/event/travel dates, policies, deadlines, venue availability, etc.</strong></td>
<td><strong>Book venue space or travel accommodations.</strong></td>
<td><strong>Upload important files into RSO's Redbird Life profile - Documents Section.</strong></td>
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<td><strong>Submit re-registration within Redbird Life before Sept 30, 2022 deadline.</strong></td>
<td><strong>Register for Festival ISU and Winter Fest events.</strong></td>
<td><strong>Apply for funding through Dean of Students Fee Board, if applicable, for events/travel.</strong></td>
<td><strong>Review how to utilize funding.</strong></td>
<td><strong>Provide detailed instructions to incoming executive board.</strong></td>
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<td><strong>RSOs able to recruit year-round through campus tabling, Redbird Life portal, etc.</strong></td>
<td><strong>Fundraise on campus and in the community or collect dues for future RSO needs.</strong></td>
<td><strong>Determine how to run meetings and who takes ownership of what tasks.</strong></td>
<td><strong>Update RSO roster in Redbird Life so that correct students are receiving RSO notifications. Remove graduated members.</strong></td>
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<td><strong>Advisor</strong></td>
<td><strong>Accept RSO Advisor role within the Redbird Life system.</strong></td>
<td><strong>Remind, encourage and assist students!</strong></td>
<td><strong>Assist students with how to gather information, how the RSO has operated in the past, and what to look out for.</strong></td>
<td><strong>Review and approve Fee Board funded expenses.</strong></td>
<td><strong>Remind, encourage and assist students!</strong></td>
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<td><strong>Sign-off on BSC booking privileges form.</strong></td>
<td><strong>Nominate RSOs and student leaders for awards.</strong></td>
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<td><strong>Attend meetings as discussed with RSO.</strong></td>
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<td><strong>Resources &amp; Tools</strong></td>
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<td><strong>Tri-fold pickup in Student Involvement Center, BSC 225</strong></td>
<td><strong>Event Planning &amp; Management</strong></td>
<td><strong>Booking On-Campus Space</strong></td>
<td><strong>Redbird Life How-To's</strong></td>
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<td><strong>RSO Marketing Opportunities</strong></td>
<td><strong>RSO &amp; Student Leader Awards</strong></td>
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<td><strong>Fee Board Funding Opportunities</strong></td>
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<td><strong>Funding Application Information</strong></td>
<td><strong>RSO Policies</strong></td>
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FREE RSO Resources

ALL ITEMS SUBJECT TO AVAILABILITY.
DEANOFSTUDENTS.ILLINOISSTATE.EDU/INVOLVEMENT/ORGANIZATIONS/RESOURCES/

SUPPLIES

- Trifold - 1 per RSO/year
- Pens
- Mini Pads of Paper
- Art Supply Kit Check-Out
- Chalk the Quad Kit Check-Out
- Sidewalk Sign Check-Out
- Board Game Check-Out

DIGITAL MARKETING

- Digital Display Screen - Located Outside of Student Involvement Center
- RSO Newsletter Submission
- Social Media Content Sharing
- Redbird Life Portal & Training Documents

STUDENT INVOLVEMENT CENTER

Fall/Spring: M-F 8am-6pm
Summer: M-F 8am-4:30pm

- Computers with Adobe Creative Suite
- Conference Table Area with Large Screen
- 15 B/W or Color Copies per RSO/day
- 25 Customized Buttons per RSO/semester
- RSO Mail Pickup Location
- Bulk Paper Cutter
- General Table Seating
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/
Redbird Life,
Student Involvement Portal
Redbird Life

RSO Features

• Create events & track attendance.
• Virtual recruitment and meetings.
• 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

Step 3
Redbird Life

Step 4

Invitations

Redbird RSO

RSO Advisor

ACCEPT  DECLINE

Show Membership on Public Roster

CONFIRM
Questions?
HELP!

Feel a little lost…or want more info on an RSO topic?

We can meet with you and/or your RSO for a more in-depth discussion based on your RSO’s needs!

Complete our online RSO Meeting Request form to get started.
Student Activities Office 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-6pm

Illinois State University StudentActivities
Twitter: @ SAI_ISU
Instagram: SAI_ISU