RSO
Orientation
2020-2021
Illinois State University

Registered Student Organization
Orientation 2020-2021

Student Activities

Website: Deanofstudents.illinoisstate.edu/involvement/organizations

Email: StudentOrganizations@IllinoisState.edu

Phone number: (309) 438-2151

Office information:
225 Bone Student Center
Monday-Friday: 8am-4:30pm
Student Activities
After attending an RSO Orientation, RSO leaders in attendance will be able to:

- Interpret which ISU policies and procedures apply to your organization,
- Identify at least (3) places to obtain additional RSO information,
- And understand the importance of the information and resources presented.
Student Activities

Amy Miller, Coordinator
ajmill2@IllinoisState.edu

Amy’s Office Hours

Teagen Smith, GA – RSOs
vpsatrsmit3@IllinoisState.edu

Teagen’s Office Hours

Troy Beaugureau, GA – RSO Financials
vpsatebeaug@IllinoisState.edu

Troy’s Office Hours
Student Involvement Center

The Student Involvement Center is a space for students to cultivate connections to campus life!

• Conference space for RSO projects
• Computers with Adobe Creative Suite
• Free 15 pages/day/RSO of color or black & white printing
• Button makers—RSOs can have 25 buttons/semester made for them. RSO must provide button design.
• General seating area
• RSO mail pickup
• Digital Display Screen Request—screen located outside of 225 Bone Student Center.
  • This is the form to request a display: https://forms.illinoisstate.edu/forms/sic_digital_screens
Illinois State University
Registered Student Organization
Orientation 2020-2021

What can we do for you?

We can…

• Help you find resources & development trainings
• Help you find additional leadership opportunities
• Explain forms, campus policies & procedures
• Help you with the funding processes
• Help you Recruit new members (Festival ISU, Winterfest)
• Recognize all of your hard work (RSO of the month and Student Involvement Recognition Ceremony)
RSO COVID-19 Updates

• Due to COVID-19, there are a number of new policies and procedures affecting RSOs.
• This does NOT mean that RSOs cannot operate at this time; it just means RSOs may have to rethink how they operate.
• The list of changes affecting RSOs for Fall 2020 are being implemented in accordance with the University’s response to COVID-19 and to encourage RSO involvement while minimizing risk.
• If there are any questions regarding the changes, please contact Amy Miller, Registered Student Organizations Coordinator, at ajmill2@IllinoisState.edu or (309) 438-3212.
• Be sure to check for updates on the webpage on the next slide!
RSO Resources/Info
<table>
<thead>
<tr>
<th>RSO Vocabulary</th>
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</thead>
<tbody>
<tr>
<td><strong>DoS</strong></td>
</tr>
<tr>
<td><strong>SA</strong></td>
</tr>
<tr>
<td><strong>RSO</strong></td>
</tr>
<tr>
<td><strong>Redbird Life</strong></td>
</tr>
<tr>
<td><strong>Independent vs. Sponsored</strong></td>
</tr>
</tbody>
</table>
## Important Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Winterfest</td>
<td>Winter activities fair where RSOs, campus departments &amp; community orgs market themselves. RSOs recruit members and market events. Space is limited due to being inside.</td>
</tr>
<tr>
<td>January</td>
<td>Program Funding Applications Due</td>
<td>If needing to apply for funding, utilize student organizations website for more information and specific deadlines.</td>
</tr>
<tr>
<td>February</td>
<td>Program Funding Hearings Occur</td>
<td>If RSO applied for funding, presentations to the Fee Board are required.</td>
</tr>
<tr>
<td>March/April</td>
<td>Student Involvement Awards</td>
<td>Student involvement award applications open and close in March. The Student Involvement Recognition Ceremony takes place in April.</td>
</tr>
<tr>
<td>April</td>
<td>Program Funding Allocations Distributed</td>
<td>Fee Board decisions will be distributed via Redbird Life to RSO officers and advisor.</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>
</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>
</tr>
<tr>
<td>August – Until Funds Are Depleted</td>
<td>Opportunity Fund</td>
<td>Applications on a rolling basis for programs/travel that occur 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>October &amp; Rolling Basis</td>
<td>RSO Orientations</td>
<td>After an RSO registers, the President and Treasurer are required to attend an orientation session presented by SA.</td>
</tr>
</tbody>
</table>
Monthly Newsletter

• Utilize this for RSO updates & deadlines

• Highlight your RSO!

• Goes to all RSO Presidents, Treasurers, and Advisors & posted on SA social media

• If you want to see something about your RSO in the Newsletter, submit it using the RSO newsletter submission form: https://forms.illinoisstate.edu/forms/rso_newsletter_submission

Hello Redbirds! We are excited to start the semester and cannot wait to see all the amazing things you will do! The Student Activities office is excited to work with you this year and continue to support our amazing student organizations.

-Student Activities, a unit of the Dean of Students Office
Illinois State University
Registered Student Organization
Orientation 2020-2021

RSO of the Month

• Utility Tote
• Bluetooth speaker
• USB Drive
• Pens
• Sidewalk chalk & accessories/stencils
• 50 ft. Extension cord
• RSO of the Month Certificate

Apply by submitting an RSO of the month form: https://forms.illinoisstate.edu/forms/rso_of_the_month
Access your organization(s)

Illinois State University
Registered Student Organization
Orientation 2020-2021

Explore Illinois State University

Memberships

- Student Activities and Involvement
- Student Affairs Graduate Association

Access your organization(s)
Illinois State University

Registered Student Organization
Orientation 2020-2021

Manage your organization

View your Roster

All officers should be able to manage your organization’s page.
This is where you can navigate to different parts of your Redbird Life page.
Illinois State University
Registered Student Organization
Orientation 2020-2021

Things to remember:
• Make sure your officers accept their invitation.
• Have them check their spam email.
• Advisors must accept membership before accepting their advisor role.
• Make sure you are checking your “prospective” members to accept them.
Terms and Conditions

• All members in RSO leadership positions need to accept the terms and conditions for their role in Redbird Life.

• “By accepting these terms, you agree to be in good disciplinary standing in order to hold an RSO leadership position. When representing an RSO, you will abide by the Code of Student Conduct, Illinois State University policies, and city, state, and national laws. Failure to uphold these terms may lead to the revocation of RSO status and additional disciplinary action.”

• If a student who holds an RSO leadership position is not in good disciplinary standing, they are expected to step down from the position until they are back in good standing.
Under roster, you can manage the type of positions your RSO has!

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Officer</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>Community Service Chairperson</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>Historian</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>Marketing Chairperson</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>Member</td>
<td>Member</td>
<td>Active</td>
</tr>
<tr>
<td>Membership/Recruitment Chairperson</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>New Member Education Chairperson</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>Philanthropy Chairperson</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>President</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Member</td>
<td>Active</td>
</tr>
<tr>
<td>Risk Management/Safety Officer</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>RSO Advisor</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>Secretary</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>Social Chairperson</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>Social Media Chairperson</td>
<td>Officer</td>
<td>Active</td>
</tr>
</tbody>
</table>
In the roster section, you can send messages to members of your choosing by selecting the “Messaging” button.
You can manage the events you have created on Redbird Life. Remember, just because your event shows up here does NOT mean it was actually approved by the University.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Start Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>9/18/2019 1:00 PM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>9/19/2019 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>9/25/2019 2:00 PM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>9/28/2019 1:00 PM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>10/2/2019 1:00 PM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>10/3/2019 11:00 AM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>10/9/2019 2:00 PM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>10/10/2019 1:00 PM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>10/16/2019 1:00 PM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>10/17/2019 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>10/23/2019 2:00 PM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>9/30/2019 1:00 PM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>11/6/2019 2:00 PM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>11/13/2019 1:00 PM</td>
<td></td>
</tr>
<tr>
<td>RSO Orientation</td>
<td>Approved</td>
<td>11/20/2019 2:00 PM</td>
<td></td>
</tr>
</tbody>
</table>
Here you can manage your event and track attendance.
Virtual Event Attendance

Redbird Life:

- Follow proper procedures to plan an event.
- Create an event on Redbird Life.
- You can select who can attend – public, ISU community, and/or just RSO members.
- You can track attendance through spreadsheet upload or attendance URL.
- The “export” button allows you to download the current attendance data you have.
- The “add attendance” button allows you to upload a file with data on those who attended, after the event.
- When you select the “add attendance” button, it will take you to the next page where you should select “file upload” to add your own attendance data.
Using Zoom for Virtual Events

- Log into your zoom account and select “reports” from the menu on the left.
- From here, select the “usage” option.
- On this page, you can select the date range you would like to search for meeting data.
  - Note that this data is only stored for one month after the Zoom meeting has occurred.
- Under the participants column, select the number to see the list of participants.
- You can also export all your meeting data from a specific date range as a csv file.
To see how the app works, check out the How-To Instructions section in the Student Organizations Resources page:
https://deanofstudents.illinoisstate.edu/involvement/organizations/resources/
**Things to remember:**

- You MUST always keep your constitution on your page.
- You can add/delete documents for your organization.
- If you requested funding through the Fee Board, your RSO’s allocation letter will be in this section.
Event Planning
RSO Covid-19 Event Updates

• Events with alcohol will not be considered or approved.

• No general admission events without seating. The venue will determine the maximum number of seats available based on physical distancing guidelines.

• Based on the number of students who will not be on campus, our recommendation is that RSO meetings be held virtually so all members have equal access.
  • At this point in time, academic space cannot be used for non-academic purposes, such as RSO meetings or events. It is important to note that RSOs will not be able to use classrooms. This leaves the Bone Student Center as an alternative and RSOs will need to abide by all University meeting policies.
  • RSOs will be allowed to schedule outdoor spaces, such as the Quad. All events must follow University guidelines. Attendees should utilize physical distancing guidelines and wear face coverings.
  • In order to be fully aware you are following COVID-19 protocols, you must reserve the space you want to utilize. Reservations must be made through Conference Services or the Bone Student Center. Headcount and additional regulations for the space will be provided at the point of reservation.

• All RSO activities using University facilities must follow the guidelines of the institution. Any events or gatherings not on campus are expected to follow University guidance, state requirements, and any additional requirements of venue.

• Student Activities staff does not approve events and activities of RSOs, but will provide guidance and resources. All RSO events and activities are expected to abide by the guidelines set forth by the campus facility shared during the reservation process.

• Remember to check updates at: https://deanofstudents.illinoisstate.edu/involvement/organizations/
Event Planning

How can I reserve space?

General Policies
• Must be registered
• Must be in good standing – financial and conduct
Event Planning

How can I reserve space?

Bone Student Center

• Required to fill out booking privileges online form
• Free and reduced rates available for RSOs
• Student Activities staff does not approve events and activities of RSOs but will provide guidance and resources. All RSO events and activities are expected to abide by the guidelines set forth by the campus facility shared during the reservation process.

• Reserve space in Bone Student Center by filling out the request form:
  https://forms.illinoisstate.edu/forms/room_request
• Read about there requirements on Bone Student Center website:
  https://bonestudentcenter.illinoisstate.edu/scheduling/
Event Planning

How can I reserve space?

Quad/Schroeder Plaza/Milner Plaza
- Conference Facilities website: https://conferences.illinoisstate.edu/scheduling/

- Use of Milner Plaza must also be approved by the library

- Amplification must be approved by SA and follow University policy:
  - Amplification includes bullhorns, sound systems and anything else that projects sound
  - No amplification weekdays from 8am-5pm
  - No amplification after midnight
Event Planning

Can I have food at my events?

**Bone Student Center:** Must use Campus Catering

**Elsewhere:** Campus Catering or external vendor

- [Temporary Food Permit](http://deanofstudents.illinoisstate.edu/involvement/organizations/forms/) from Environmental Health & Safety for external vendors
- No food trucks
COVID-19 Food Updates

• No bake sales.
• RSO can provide pre-packaged, individually wrapped food items provided by a licensed vendor.
  • Vendor is required to create the packages of food.
  • RSO cannot assemble own boxed food.
  • No pizza slices handed out by RSO. Instead, try doing individually wrapped sandwiches that can be laid out on a table as a grab and go distribution.
• RSO can distribute pre-packaged, individually wrapped bulk items, such as candy. However, candy cannot be in a common vessel (i.e., bowl) that someone has to dig through. The items should be laid out on table as a grab and go distribution.
• RSO can utilize campus catering through Event Management Dining and Hospitality (EMDH).
• Remember to check for updates at: https://deanofstudents.illinoisstate.edu/involvement/organizations/
Event Planning

Can I show a movie on campus?

• Must purchase a public performance license. Fees can range from $400-$1500
• Documentaries and independent films may issue a waiver. You must get it in writing.
• More information can be found on the Student Involvement website: https://deanofstudents.illinoisstate.edu/involvement/organizations/forms/
Event Planning

Is my event too risky?

**Seriousness of Risk**
I  May result in death
II  May cause severe injury, major damage, substantial financial losses, and/or negative publicity for ISU or your organization
III  May cause minor injury, illness, property damage, financial loss and/or negative publicity for ISU or your organization
IV  Minimal threats of safety, health and well-being of participants

**Probability that Something Will Go Wrong**
A  Likely to occur immediately or in a short period of time, expected to happen frequently
B  Probably will occur in time
C  May occur in time
D  Unlikely to occur

<table>
<thead>
<tr>
<th>Seriousness</th>
<th>Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>I</td>
<td>5</td>
</tr>
<tr>
<td>II</td>
<td>5</td>
</tr>
<tr>
<td>III</td>
<td>4</td>
</tr>
<tr>
<td>IV</td>
<td>3</td>
</tr>
</tbody>
</table>

5 – event should not occur, too risky
4 – event is high risk – need to manage activities more thoroughly, purchase insurance
3 – event risks manageable, take extra caution, purchase insurance
2 – the risks are well managed
1 – the risks are minimal
Event Planning

Is my event too risky?

Tips:
• Determine potential outcomes ahead of time and think entire event through from beginning to end
• Keep in mind all the different types of potential damage: physical, reputation, emotional, fiscal, facilities

• Some venues on campus may require you to purchase special event insurance
  • Special event insurance options are available at https://deanofstudents.illinoisstate.edu/involvement/organizations/event_planning/ under “Risk Management”
Event Planning

How can I market my events?

- **Redbird Life**
  - [https://redbirdlife.illinoisstate.edu/](https://redbirdlife.illinoisstate.edu/)
  - Create an event through RSO profile
  - Easily shared across social media platforms

- **Flyers**
  - Only on designated bulletin boards
  - No trees, benches, lamp posts, etc. / No cars

- **Chalking**
  - Only on sidewalks where it will get washed away in the rain *(If you can walk it you can chalk it)*
  - Spray chalk lasts a long time

- **SA Office: Bone Student Center 225**
  - 15x - Black & White or Color copies per RSO per Day
  - Digital signage in Bird’s Nest across from Qdoba. Request to display something here using the SIC digital screen form: [https://forms.illinoisstate.edu/forms/sic_digitalScreens](https://forms.illinoisstate.edu/forms/sic_digitalScreens)
Protection of minors

- The policy went into effect on January 1, 2018.
- **Contact the Minors Compliance Office**

- Independent RSOs
  - Outside groups contracting to use University property must agree to conduct criminal background and national sex offender registry checks and provide mandated crime reporter training for individuals within that group who will have direct contact with minors. For more information for Independent RSOs, visit the [Environmental Health and Safety website](https://ehs.illinoisstate.edu/minors/outside-groups).
Event Planning

What should I do after an event is done?

Evaluate
• Note attendance, weather, competing events – REMEMBER THAT REDBIRD LIFE CAN TRACK ATTENDANCE.
• Ask participants
• Observe reactions
• Take lots of detailed notes

Thank you
• Vendors
• Sponsors
• Volunteers/members
• Anyone who helped make it a success or went out of their way to help
COVID-19 Travel Updates

- 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.
- Remember to check for updates at: https://deanofstudents.illinoisstate.edu/involvement/organizations/
Code of Conduct
The University reserves the right to impose an interim disciplinary suspension on a registered student organization when the interim action is needed to:

a) Ensure the safety and well-being of members of the University community or preservation of University property; and/or

b) Alleviate a threat that a student organization poses to the disruption of or interference with the normal operations of the University.

The Vice President for Student Affairs (VPSA) or her/his designee shall be responsible for the determination of interim suspensions and any other interim restrictions, including but not limited to activity restrictions, restrictions from contacting specific individuals and/or restrictions from specific University locations. During an interim suspension, a student organization may not engage in any organized activities.

Complete Code of Student Conduct available at http://deanofstudents.illinoisstate.edu/conflict/conduct/code/
• The Code and the student conduct process shall apply to the academic and social conduct of individual students, both undergraduate and graduate, and all Registered Student Organizations.

• Students who are members of registered student organizations may be subject to jurisdiction both as an individual student and as a member of the student organization.

• The Code applies to behaviors that take place on-campus, at University sponsored events and activities, in online or hybrid courses connected to Illinois State University, and off-campus, when the off campus behavior impacts University interests. Students attending a function as a representative of the University (including, but not limited to, students on academic or athletic teams, students involved in internships, and students participating in exchange or study abroad programs) are subject to the Code.

• The Code may be applied to behavior conducted online, via email, text messages, or other electronic medium. Students should be aware that online postings such as social media sites, blogs, web posting, and chat rooms are in the public sphere and are not private. Action may be taken for online activity when the behavior violates the Code.
Violations include such behavior as:

a) Engaging in any act that endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation into, affiliation with, or continued membership in any group, organization, or team whose members are or include students of Illinois State University.

b) Engaging in any act where an individual is encouraged to engage in conduct of an unbecoming or humiliating nature, or which in any way detracts from an individual’s academic pursuits for the purpose of initiation into, affiliation with, or continued membership in any group, organization, or team whose members are or include students of Illinois State University.

c) Engaging in any acts such as paddling (using a paddle to strike another individual), physical punishments, creating excessive fatigue, work sessions, physical or emotional shock, wearing apparel which is conspicuous and not in good taste, public stunts, morally degrading or humiliating games or events, or that encourage the illegal and/or abusive use of alcohol and/or other drugs.

d) Failing to prevent, and/or failing to discourage, and/or failing to report known acts of hazing as a member of an organization participating in such activities when these activities are known to be taking place, or where it should be reasonably known that such activities are taking place.

For the purpose of this policy, hazing includes any activity that is inconsistent with regulations or policies of Illinois State University or the laws of the State of Illinois for the purpose of initiation into, affiliation with, or continued membership in any group, organization, or team whose members are or include students of Illinois State University. Acts of this nature are considered to be hazing whether or not a person willingly participates in such activities.
Code of Conduct

Hazing

Illinois State Law on Hazing:
Statue 12C-50

1) A person commits hazing when he or she knowingly performs an act, or causes a situation, that recklessly or intentionally subjects a student or other person in a school, college, university, or other educational institution of this State, to the risk of bodily harm for the purpose of induction or admission into any group, organization, or society associated or connected with that institution, if: (1) the act or situation is not sanctioned or authorized by that educational institution; and (2) the act results in bodily harm to any person
What to do in the case of hazing or potential hazing:

1) If you are unsure if what your organization is doing is hazing, ask RSO Graduate Assistant or RSO Specialist to review before doing action
   a) Consider what value is added to your organization/event through the activity
2) If you believe there is hazing happening in your group, report it to Student Conduct and Conflict Resolution at:
3) Resources:
   1) Bystander Empowerment Training through Health Promotion and Wellness: https://wellness.illinoisstate.edu/students/workshop/
   2) Hazing Module: Contact SA Office for an access code
Recognition
Recognition

Student Involvement Recognition Ceremony

- Applications go out in March. Event in April.
  - You can find more information about this on the Dean of Students Office website: https://deanofstudents.illinoisstate.edu/involvement/organizations/awards/

- Let us know what awesome things your RSO is doing!

- SA Social Media
  - Email StudentOrganizations@IllinoisState.edu the information, and we will share it on our social media.

- Newsletter – RSO of the Month
  - Apply using the RSO of the month form: 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.
Questions?

• If you have questions about RSO Funding, contact Troy through email (vpsatebeaug@IllinoisState.edu) or sign up for his office hours at: https://www.signupgenius.com/go/10C0D4DABA82CA1FDC16-troy

• If you have questions about Redbird Life or RSO Training and Development, contact Teagen through email (vpsatrsmrit3@IllinoisState.edu) or sign up for her office hours at: https://www.signupgenius.com/go/10C0D4FADAF22A0F9C16-teagen

• If you have any other RSO questions, contact Amy through email (ajmill2@IllinoisState.edu) or sign up for her office hours at: https://www.signupgenius.com/go/8050B4AA5AA22AB9-amymiller