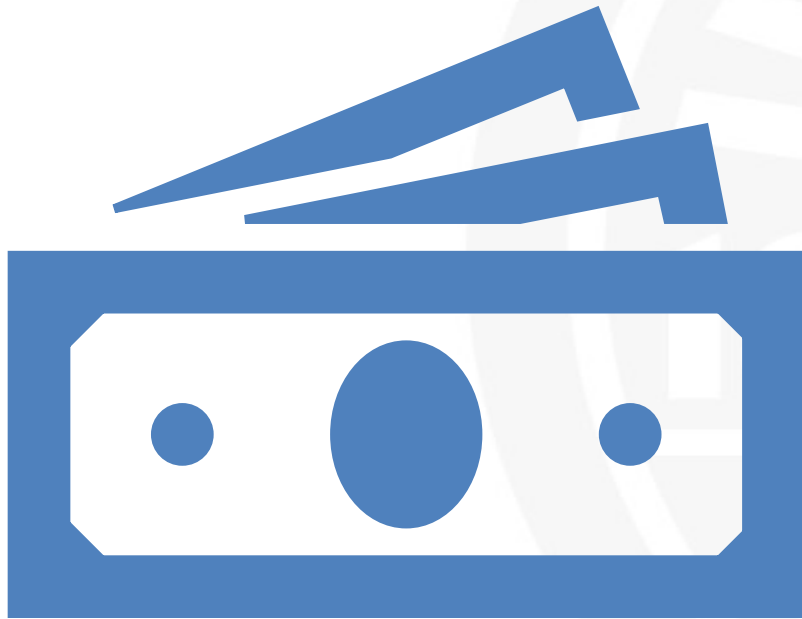




Independent RSO Funding  
Orientation 2021-2022



Student Activities Office

# Student Activities Contact Information

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**Website:** [Deanofstudents.illinoisstate.edu/involvement/organizations](http://Deanofstudents.illinoisstate.edu/involvement/organizations)

**Email:** [StudentOrgs@IllinoisState.edu](mailto:StudentOrgs@IllinoisState.edu)

**Phone Number:** (309) 438-2151

**Student Involvement Center:**

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



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Twitter: @ SAI\_ISU



Instagram: SAI\_ISU

# Registered Student Organization Staff

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**Amy Miller**, Coordinator  
[ajmill2@IllinoisState.edu](mailto:ajmill2@IllinoisState.edu)



**Mimi Peña**, Graduate Assistant  
[vpsanpena1@IllinoisState.edu](mailto:vpsanpena1@IllinoisState.edu)



# Monthly RSO Newsletter

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Student Activities utilizes the monthly RSO Newsletter to communicate new information, resources, and upcoming deadlines to RSO Presidents, Treasurers, and Advisors.

\*\*If you are not receiving it, make sure that your information is up to date in Redbird Life and you've accepted your role for the organization.

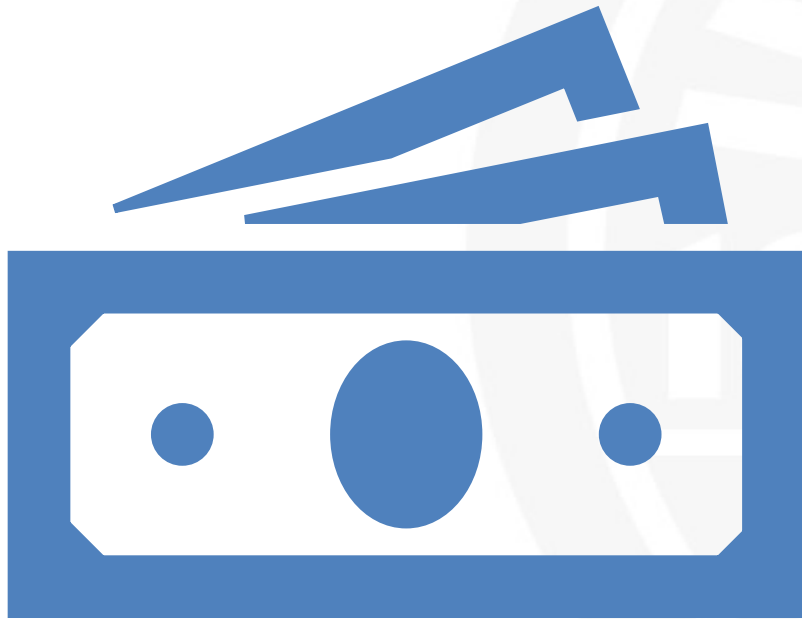
September Issue 2020

## RSO Newsletter



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*



Event & Travel  
Funding

# RSO Covid-19 Information

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

## Events

Fee Board funding allocations should not be construed to imply that the program or travel is approved. Restrictions on travel, limitations on gatherings, and/or cancellations of conferences/events may eliminate or modify the need for this funding. Funding can only be spent as specifically within the funding allocation letter the RSO receives. Any unused funds cannot be diverted to other RSO funding needs. Any new funding requests must be submitted through the Opportunity Fund process.

## 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.

# Independent RSO Fund Guidelines

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Where can I find this information?

[Dean of Students Website, Organizations Funding](http://deanofstudents.illinoisstate.edu/involvement/organizations/funding/)

<http://deanofstudents.illinoisstate.edu/involvement/organizations/funding/>

Funded programs/travel must provide the student body with educational, cultural, entertainment, or recreational programming which:

1. Uses allocated funds only for direct support of RSO programs which are consistent with the educational goals and purposes of the institution and/or RSO, AND
2. Has a significant impact upon and/or appeal to the student body at large.



# Event & Travel Funding Sources

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Where can I find this information?

[Dean of Students Website, Organizations Funding](http://deanofstudents.illinoisstate.edu/involvement/organizations/funding/)

<http://deanofstudents.illinoisstate.edu/involvement/organizations/funding/>

## **Opportunity Fund:** Funding used for Fall 2021 & Spring 2022

- Applications open NOW until the fund runs out!
- Applications should be submitted at least 8 weeks prior to the event/travel date, as the hearing must take place a minimum of 6 weeks in advance of the event/travel date.
- RSOs can apply now for events/travel that will occur through June 30, 2022.

## **Program Fund:**

- Applications for Fall 2022-Spring 2023 will open in November with a mid-January deadline.
- More information will be released in the monthly RSO newsletter.

# How to Apply

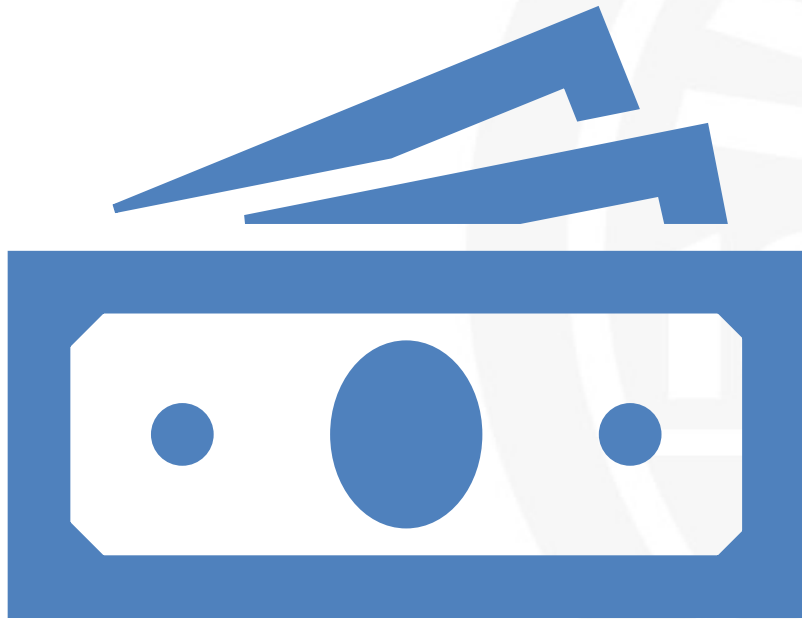
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Where can I find this information?

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1. Forms are available on the webpage.
2. For both event/travel narrative, you will upload a budget spreadsheet.
  - Be thorough when completing the budget, as the Fee Board approves based on line items.
  - If you plan to charge admission, it must be included on the budget form. If admission is listed, it will be taken into consideration by the fee board and your allocation will reflect the expected revenue.
3. RSO will present their event/travel proposals to the Fee Board in a 20 minute hearing. RSO can use a PowerPoint as well, but it is not required.
4. Once a decision has been reached, the RSO will receive a funding allocation letter via email. Additionally, you can find this allocation letter in Redbird Life profile in the documents section.



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## Funding Decisions

# Funding Decisions

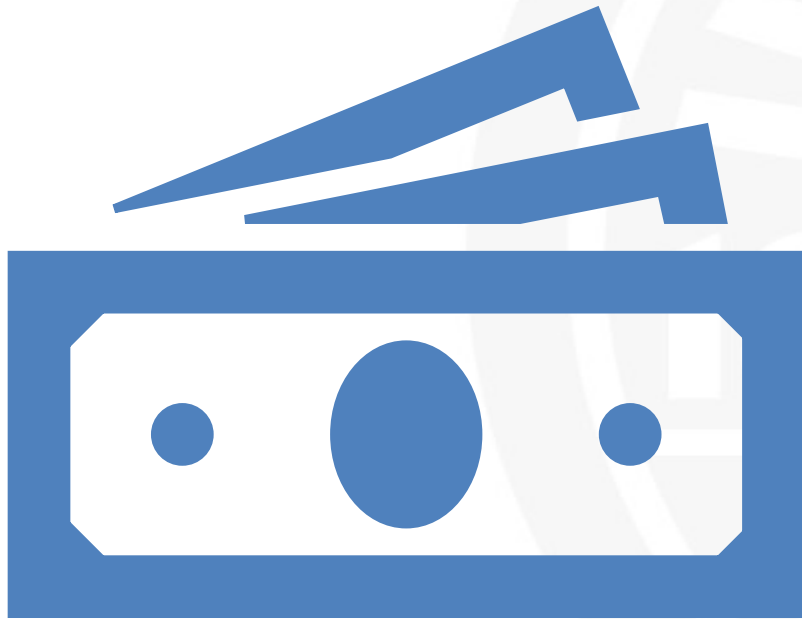
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## **If you receive a funding allocation:**

1. You and your RSO Advisor are required to meet with a Student Activities staff member to go through the funding allocation budget and discuss spending procedures.
2. [Independent Purchasing Guide](http://deanofstudents.illinoisstate.edu/involvement/organizations/funding/program.php)  
<http://deanofstudents.illinoisstate.edu/involvement/organizations/funding/program.php>

## **If you are denied:**

1. An appeal form can be requested from the Student Activities Office.
2. Appeals are considered by Student Government Association (SGA).
3. Decisions by SGA are final.



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## Awards and Grants

# Awards and Grants

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Where can I find this information?

[Awards and Grants](#)

<http://deanofstudents.illinoisstate.edu/involvement/organizations/funding/>

## **Civic Engagement Awards**

- The Registered Student Organization Civic Engagement Grant Program, in partnership with the Dean of Students Office, is intended to support Registered Student Organization programs that encourage civic engagement on Illinois State University's campus and within the Bloomington/Normal community. [RSO Civic Engagement Grant applications](#) will be accepted on a continual basis.

## **MECCPAC**

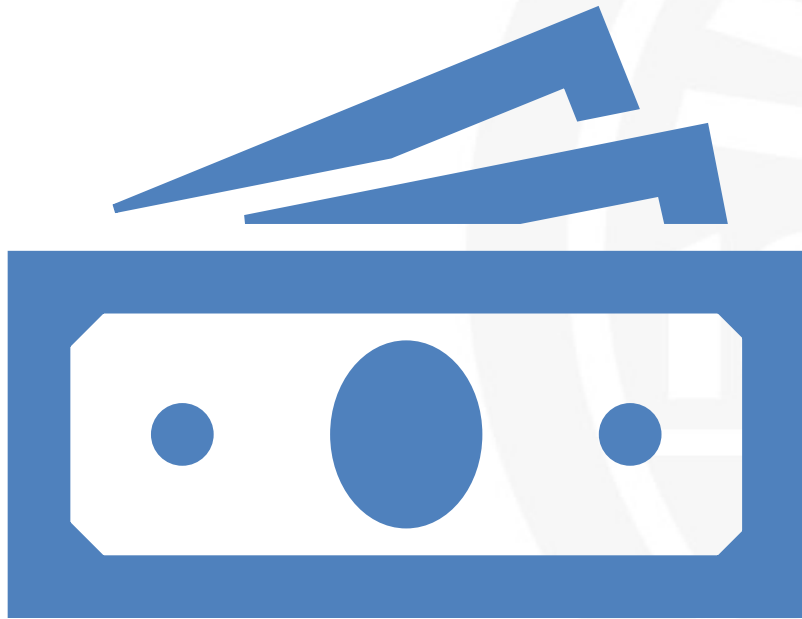
- Multi-Ethnic Cultural and Co-Curricular Programming Advisory Committee (MECCPAC) is a diversity initiative offered through the Dean of Students Office. The committee reviews applications to provide matching co-sponsorship funds up to \$2000 for cultural, educational, and multi-ethnic programs that help build awareness and appreciation within the Illinois State community.

## **GEER Grant Funding for 2020–2021**

- Illinois State University has received a grant from the State of Illinois through the Governor's Emergency Education Relief (GEER) to provide emergency assistance as a result of COVID-19. A portion of this grant is dedicated to support identity-based RSOs in addressing some of the financial barriers that resulted from the COVID-19 pandemic. RSOs can request funds multiple times, but the maximum amount one RSO can receive is \$1,000. Funds must be utilized before August 31, 2022. To request funds, please complete a [GEER Budget Request spreadsheet](#) and attach it to the [RSO GEER Request Form](#). Your request will be reviewed by the Dean of Students Office and the Office of the Provost for approval.

## **Student Sustainability Committee**

- The Student Sustainability Committee funds creative student, faculty, or staff projects that contribute to Illinois State's commitment to creating a more sustainable campus and community. Visit the [Office of Sustainability's website](#) for more information.



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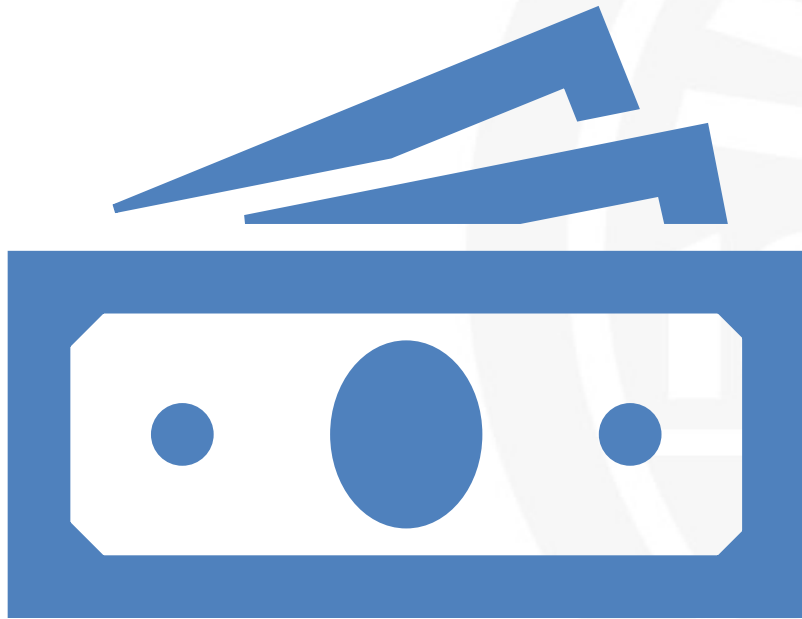
# Fundraising

# Fundraising

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- Reserve campus space if wanting to do a fundraiser on campus.
- Partnering with a company, ie: Meatheads
  - Will require a W9 form.
  - Some companies may require a 501c3 non-profit letter. You cannot use Illinois State University's letter.
- Raffles require a permit from McLean County.





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## Budget and Banking

# Budget Tracking

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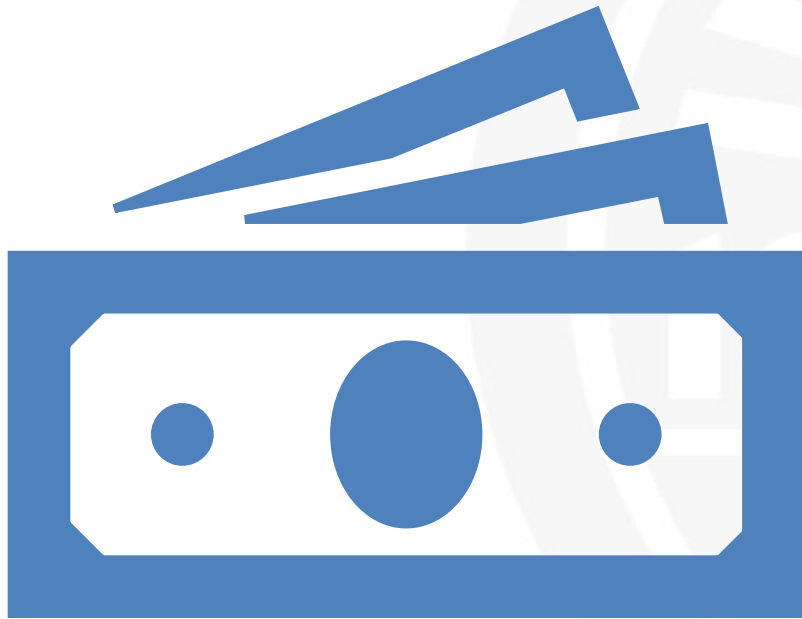
- Utilize Excel or other budget software to track budget.
- Keep all original receipts/invoices to pass on to next RSO Treasurer.
- Develop an annual budget that includes operating expenses, events, travel.
- Operating expenses should include meetings, retreats, member recruitment, member recognition, etc.

# RSO Bank Account

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If needing to set up a bank account...

- [Setting Up a Bank Account Instructions](https://deanofstudents.illinoisstate.edu/involvement/organizations/funding/RSO%20Bank%20Account%20Info_2019.pdf)  
[https://deanofstudents.illinoisstate.edu/involvement/organizations/funding/RSO%20Bank%20Account%20Info\\_2019.pdf](https://deanofstudents.illinoisstate.edu/involvement/organizations/funding/RSO%20Bank%20Account%20Info_2019.pdf)
  - RSO must set up bank account under their own FEIN (it's like a social security number for an organization).
  - Cannot use Illinois State University/ISU in the FEIN name. Can use other associated words like “Redbird” or “Normal, Illinois”.
- When determining what bank to use, considering walking distance for those students who don't have a car. ie: Heartland Bank in Uptown Normal
- Debit card for RSO bank account not recommended. It is easy to overspend or members accidentally use it for personal purchases.
- Using Venmo or Cash App not recommended. If using it, only use for small amounts and double check information before sending money.



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Questions?

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