2022-23	REGISTER	RECRUIT	PLAN	COORDINATE	TRANSITION
Important Dates	July 1 – Sept 30, 2022	Festival ISU: Aug 30 – Sept 1, 2022 Winter Fest: Jan 25, 2023	Funding Application Deadlines This Academic Year: Now until funds run out OR Feb 10, 2023 Next Academic Year: February 10, 2023	BSC Open Booking Starts Fall 2022: August 1, 2022 Spring 2023: December 5, 2022	RSO & Student Leader Award Applications Open: February 1, 2023
Students	 Gather updated constitution and roster for Redbird Life involvement portal reregistration process. Submit re-registration within Redbird Life before Sept 30, 2022 deadline. 	 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! Register for Festival ISU and Winter Fest events. RSOs able to recruit year-round through campus tabling, Redbird Life portal, etc. 	 Research meeting/event/travel dates, policies, deadlines, venue availability, etc. Apply for funding through Dean of Students Fee Board, if applicable, for events/travel. Fundraise on campus and in the community or collect dues for future RSO needs. 	 Book venue space or travel accommodations. Review how to utilize funding. Determine how to run meetings and who takes ownership of what tasks. What policies apply to your meeting, event, and/or travel? 	 Upload important files into RSO's Redbird Life profile - Documents Section. Provide detailed instructions to incoming executive board. Update RSO roster in Redbird Life so that correct students are receiving RSO notifications. Remove graduated members. Recognize members, executive board, and advisor!
Advisor	Accept RSO Advisor role within the Redbird Life system.	Remind, encourage and assist students!	Assist students with how to gather information, how the RSO has operated in the past, and what to look out for.	 Review and approve Fee Board funded expenses. Sign-off on BSC booking privileges form. Attend meetings as discussed with RSO. 	 Remind, encourage and assist students! Nominate RSOs and student leaders for awards.
Resources & Tools	 <u>Re-registration</u> instructions <u>Redbird Life Portal</u> 	 Tri-fold pickup in Student Involvement Center, BSC 225 RSO Marketing Opportunities Free RSO Resources 	 Event Planning & Management Policies, Procedures & Forms Funding Application Information 	 Booking On-Campus Space Fee Board Funding Purchasing Guidelines RSO Transportation Services RSO Policies 	 Redbird Life How-To's RSO & Student Leader Awards

STAY INFORMED!

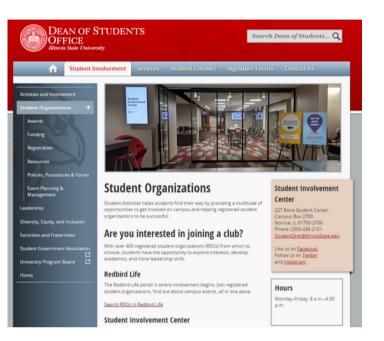




end of the semester, and the best of luck during finals week.

Congratulations to all 2022 graduates!

-Student Activities, a unit of the Dean of Students Office









RSO Monthly Newsletter

- Upcoming deadlines
- New opportunities
- Policy changes

Must have accepted role in Redbird Life to receive newsletter.

RSO Webpage

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

RSO Webpage:

https://deanofstudents.illinoisstate.edu/involvement/organizations/

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

FREE RSO RESOURCES

ALL ITEMS SUBJECT TO AVAILABILITY.

ELECTRONIC REQUEST FORM:

DEANOFSTUDENTS.ILLINOISSTATE.EDU/INVOLVEMENT/ORGANIZATIONS/RESOURCES/

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



Located: 225 Bone Student Center

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



This document is available in alternate formats upon request by contacting Student Activities at (309) 438-2151 and StudentOrgs@IllinoisState.edu.