

2022-23	REGISTER	RECRUIT	PLAN	COORDINATE	TRANSITION
Important Dates	<p>July 1 – Sept 30, 2022</p>	<p>Festival ISU: Aug 30 – Sept 1, 2022</p> <p>Winter Fest: Jan 25, 2023</p>	<p><u>Funding Application Deadlines</u></p> <p>This Academic Year: Now until funds run out OR Feb 10, 2023</p> <p>Next Academic Year: February 10, 2023</p>	<p><u>BSC Open Booking Starts</u></p> <p>Fall 2022: August 1, 2022</p> <p>Spring 2023: December 5, 2022</p>	<p>RSO &amp; Student Leader Award Applications Open: February 1, 2023</p>
Students	<ul style="list-style-type: none"> <li>Gather updated constitution and roster for Redbird Life involvement portal re-registration process.</li> <li>Submit re-registration within Redbird Life before Sept 30, 2022 deadline.</li> </ul>	<ul style="list-style-type: none"> <li>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!</li> <li>Register for Festival ISU and Winter Fest events.</li> <li>RSOs able to recruit year-round through campus tabling, Redbird Life portal, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Research meeting/event/travel dates, policies, deadlines, venue availability, etc.</li> <li>Apply for funding through Dean of Students Fee Board, if applicable, for events/travel.</li> <li>Fundraise on campus and in the community or collect dues for future RSO needs.</li> </ul>	<ul style="list-style-type: none"> <li>Book venue space or travel accommodations.</li> <li>Review how to utilize funding.</li> <li>Determine how to run meetings and who takes ownership of what tasks.</li> <li>What policies apply to your meeting, event, and/or travel?</li> </ul>	<ul style="list-style-type: none"> <li>Upload important files into RSO's Redbird Life profile – Documents Section.</li> <li>Provide detailed instructions to incoming executive board.</li> <li>Update RSO roster in Redbird Life so that correct students are receiving RSO notifications. Remove graduated members.</li> <li>Recognize members, executive board, and advisor!</li> </ul>
Advisor	<p>Accept RSO Advisor role within the Redbird Life system.</p>	<p>Remind, encourage and assist students!</p>	<p>Assist students with how to gather information, how the RSO has operated in the past, and what to look out for.</p>	<ul style="list-style-type: none"> <li>Review and approve Fee Board funded expenses.</li> <li>Sign-off on BSC booking privileges form.</li> <li>Attend meetings as discussed with RSO.</li> </ul>	<ul style="list-style-type: none"> <li>Remind, encourage and assist students!</li> <li>Nominate RSOs and student leaders for awards.</li> </ul>
Resources & Tools	<ul style="list-style-type: none"> <li><u>Re-registration instructions</u></li> <li><u>Redbird Life Portal</u></li> </ul>	<ul style="list-style-type: none"> <li>Tri-fold pickup in Student Involvement Center, BSC 225</li> <li><u>RSO Marketing Opportunities</u></li> <li><u>Free RSO Resources</u></li> </ul>	<ul style="list-style-type: none"> <li><u>Event Planning &amp; Management</u></li> <li><u>Policies, Procedures &amp; Forms</u></li> <li><u>Funding Application Information</u></li> </ul>	<ul style="list-style-type: none"> <li><u>Booking On-Campus Space</u></li> <li><u>Fee Board Funding Purchasing Guidelines</u></li> <li><u>RSO Transportation Services</u></li> <li><u>RSO Policies</u></li> </ul>	<ul style="list-style-type: none"> <li><u>Redbird Life How-To's</u></li> <li><u>RSO &amp; Student Leader Awards</u></li> </ul>

# STAY INFORMED!



## 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](mailto:ajmill2@illinoisstate.edu)

### **Mimi Peña, Graduate Assistant**

[vpsanpena1@illinoisstate.edu](mailto: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](mailto:StudentOrgs@IllinoisState.edu).