<table>
<thead>
<tr>
<th>2022–23</th>
<th>REGISTER</th>
<th>RECRUIT</th>
<th>PLAN</th>
<th>COORDINATE</th>
<th>TRANSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Important Dates</strong></td>
<td>July 1 - Sept 30, 2022</td>
<td>Festival ISU: Aug 30 - Sept 1, 2022</td>
<td>Funding Application Deadlines</td>
<td>BSC Open Booking Starts</td>
<td>RSO &amp; Student Leader Award Applications Open: February 1, 2023</td>
</tr>
<tr>
<td></td>
<td>Winter Fest: Jan 25, 2023</td>
<td>This Academic Year: Now until funds run out OR Feb 10, 2023</td>
<td>Next Academic Year: February 10, 2023</td>
<td>Fall 2022: August 1, 2022</td>
<td>Spring 2023: December 5, 2022</td>
</tr>
</tbody>
</table>

**Students**
- Gather updated constitution and roster for Redbird Life involvement portal re-registration 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?
- 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.

**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**
- Re-registration instructions
- Redbird Life Portal
- 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!

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.