

2026–2027	REGISTER	RECRUIT	PLAN	COORDINATE	TRANSITION
Important Dates	July – September 2026	Festival ISU: Aug 25 – Aug 26, 2026 Winter Fest: Jan 19, 20 & Jan 21, 2027	<u>Funding Application Deadlines</u> This Academic Year: Available when money is left over from Program Fund Next Academic Year: Open early Dec 2026 through end of Jan 2027	<u>BSC Open Booking Starts</u> Fall 2026: August 3, 2026 Spring 2027: December 1, 2026	RSO & Student Leader Award Applications Open: Early Spring 2027
Students	- Gather updated constitution and roster for Redbird Life involvement portal re-registration process. - Submit re-registration within Redbird Life before Sept 30, 2026 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 instructions</u> <u>Redbird Life Portal</u>	- Tri-fold pickup in Student Involvement Center, BSC 225 <u>RSO Marketing Opportunities</u> <u>Free RSO Resources</u>	<u>Event Planning & Management</u> <u>Policies, Procedures & Forms</u> <u>Funding Application Information</u>	<u>Booking On-Campus Space</u> <u>Fee Board Funding Purchasing Guidelines</u> <u>RSO Transportation Services</u> <u>RSO Policies</u>	<u>Redbird Life How-To's</u> <u>RSO & Student Leader Awards</u>