



RSO Orientation 2022-2023

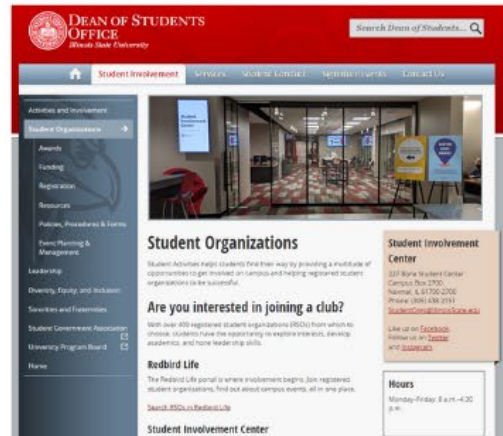


STAY INFORMED!



What a fantastic year it has been! We are wishing you a successful 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

2022-2023 RSO CALENDAR

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	<u>Funding Application Deadlines</u> This Academic Year: Now until funds run out OR Feb 10, 2023 Next Academic Year: February 10, 2023	<u>BSC Open Booking Starts</u> Fall 2022: August 1, 2022 Spring 2023: December 5, 2022	RSO & Student Leader Award Applications Open: February 1, 2023
Students	<ul style="list-style-type: none"> Gather updated constitution and roster for Redbird Life involvement portal re-registration process. Submit re-registration within Redbird Life before Sept 30, 2022 deadline. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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? 	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> Review and approve Fee Board funded expenses. Sign-off on BSC booking privileges form. Attend meetings as discussed with RSO. 	<ul style="list-style-type: none"> Remind, encourage and assist students! Nominate RSOs and student leaders for awards.
Resources & Tools	<ul style="list-style-type: none"> Re-registration instructions Redbird Life Portal 	<ul style="list-style-type: none"> Tri-fold pickup in Student Involvement Center, BSC 225 RSO Marketing Opportunities Free RSO Resources 	<ul style="list-style-type: none"> Event Planning & Management Policies, Procedures & Forms Funding Application Information 	<ul style="list-style-type: none"> Booking On-Campus Space Fee Board Funding Purchasing Guidelines RSO Transportation Services RSO Policies 	<ul style="list-style-type: none"> Redbird Life How-To's RSO & Student Leader Awards

CAMPUS POLICIES/PROCEDURES

- Amplification
- Contracts
- Event insurance
- Event promotion
- Events with Alcohol
- Film copyright/subtitles
- Fleet
- Food permit
- Funding / Fundraising
- Open External Bank Account
- Protection of Minors on Campus
- Raffles
- RSO Classification
- Space reservation

For more information, visit our:

[Policies, Procedures and Forms webpage](https://deanofstudents.illinoisstate.edu/involvement/organizations/forms/) -

<https://deanofstudents.illinoisstate.edu/involvement/organizations/forms/>

[Event Planning & Management webpage](https://deanofstudents.illinoisstate.edu/involvement/organizations/event_planning/) –

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

FREE RSO RESOURCES

ALL ITEMS SUBJECT TO AVAILABILITY.

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

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

[DEANOFSTUDENTS.ILLINOISSTATE.EDU/INVOLVEMENT/ORGANIZATIONS/RESOURCES/](https://deanofstudents.illinoisstate.edu/involvement/organizations/resources/)

STUDENT INVOLVEMENT PORTAL



HOW TO USE REDBIRD LIFE

The screenshot shows the Redbird Life website interface. At the top left, there is a logo for Illinois State University and the text "REDBIRD LIFE". To the right of the logo are three icons: a question mark, a grid, and a circle with the letter "M". Below the logo is a navigation menu with the following items: HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main heading is "Explore Illinois State University". Below the heading is a search bar with the placeholder text "Search Events, Organizations, and News Articles". Underneath the search bar is a section titled "Memberships" which contains two cards: "Student Activities and Involvement" and "Student Affairs Graduate Association". Below the memberships section is a section titled "All Events" which contains four event cards. The first card is for "The Institute by LeaderShape" with the title "LeaderShape Information Session" and the date "Thursday, September 12 at 4:00PM CDT" in the "Shawnee Conference Room". The second card is for "Drugs over Dinner" with the date "Thursday, September 12 at 6:30PM CDT" in the "0203 Watterson Private Dining Room". The third card is for "Leveraging Leaders: Bystander in the Halls" with the date "Thursday, September 12 at 7:00PM CDT" in "Hewett and Manchester - Escalante". The fourth card is for "Tryouts" with the date "Thursday, September 12 at 8:00PM CDT" in "Horton Field House North". A "VIEW MORE EVENTS" button is located to the right of the event cards. At the bottom of each event card, there is a small profile picture and the name of the organizing entity.

Access your RSO



HOW TO USE REDBIRD LIFE

All officers should be able to manage your organization's page.

CSPA Student Affairs Graduate Association
Member Since August 2019

The Student Affairs Graduate Association (SAGA) is an organization that provides its members with professional development and social opportunities for its members and to assist in their preparation for working in the field of student affairs.

Contact Information
E: cspa.saga@gmail.com

Officers

C
PRESIDENT
Catherine Jahns

MANAGE ORGANIZATION

CONTACT

VIEW FULL ROSTER

Manage your RSO

View your Roster

HOW TO USE REDBIRD LIFE

The screenshot shows the Redbird Life interface for the Student Affairs Graduate Association. On the left is a navigation sidebar with a 'Home' button and a list of 'Organization Tools' including Roster, About, Events, News, Gallery, Documents, Forms, Elections, and Service Hours. The top header includes the Illinois State logo, 'REDBIRD LIFE', and 'Action Center'. A red circle highlights the hamburger menu icon in the top right of the sidebar. The main content area displays the CSPPA logo, the organization name 'Student Affairs Graduate Association', '7 Members', and the 'Primary Contact: Georgina Lozano'.

Student Affairs Graduate Association
Illinois State University Ro...

ILLINOIS STATE | REDBIRD LIFE | Action Center

Student Affairs Graduate Association

This is where you can navigate to different parts of your RSO's Redbird Life profile.

CSPA
COLLEGE STUDENT PERSONAL ADMINISTRATION

Student Affairs
Graduate Association

7 Members

Primary Contact: Georgina Lozano

HOW TO USE REDBIRD LIFE

The screenshot shows the 'Roster' management interface. At the top, there are three navigation buttons: 'MESSAGING', 'MANAGE POSITIONS', and 'INVITE PEOPLE'. Below this is a profile card for the 'Primary Contact', Georgina Lozano, with initials 'GL'. The main section is titled 'Manage Roster' and has three tabs: 'CURRENT', 'PENDING', and 'PROSPECTIVE'. Below the tabs are two buttons: 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS', and a search bar. A table lists the current members with columns for 'Select', 'First Name', 'Last Name', and 'Positions'. Each row has a checkbox and an edit icon.

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Catherine	Jahns	President
<input type="checkbox"/>	Emily	Klesner	
<input type="checkbox"/>	Gavin	Weiser	
<input type="checkbox"/>	Georgina	Lozano	President Treasurer
<input type="checkbox"/>	Jordan	Prats	Social Chairperson
<input type="checkbox"/>	Maria	Villalobos	
<input type="checkbox"/>	Michelle	Whited	

Things to Remember:

- Make sure your advisor and officers accept their invitation to your RSO.
- Regularly review your “prospective” members to deny/approve membership.
- Update Redbird Life roster every time there is a change to membership. (*New board members/advisor, Members leave/graduate, etc.*)

HOW TO USE REDBIRD LIFE

Manage Events + CREATE EVENT

Filter Approved Status Current

Name ^	Status ^	Start Date ^	Action ^
RSO Orientation	Approved	9/18/2019 1:00 PM	↗ 📄 🗑️
RSO Orientation	Approved	9/19/2019 10:00 AM	↗ 📄 🗑️
RSO Orientation	Approved	9/25/2019 2:00 PM	↗ 📄 🗑️
RSO Orientation	Approved	9/26/2019 1:00 PM	↗ 📄 🗑️
RSO Orientation	Approved	10/2/2019 1:00 PM	↗ 📄 🗑️
RSO Orientation	Approved	10/3/2019 11:00 AM	↗ 📄 🗑️
RSO Orientation	Approved	10/9/2019 2:00 PM	↗ 📄 🗑️
RSO Orientation	Approved	10/10/2019 1:00 PM	↗ 📄 🗑️
RSO Orientation	Approved	10/16/2019 1:00 PM	↗ 📄 🗑️
RSO Orientation	Approved	10/17/2019 10:00 AM	↗ 📄 🗑️
RSO Orientation	Approved	10/23/2019 2:00 PM	↗ 📄 🗑️
RSO Orientation	Approved	9/30/2019 1:00 PM	↗ 📄 🗑️
RSO Orientation	Approved	11/6/2019 2:00 PM	↗ 📄 🗑️
RSO Orientation	Approved	11/13/2019 1:00 PM	↗ 📄 🗑️
RSO Orientation	Approved	11/20/2019 2:00 PM	↗ 📄 🗑️

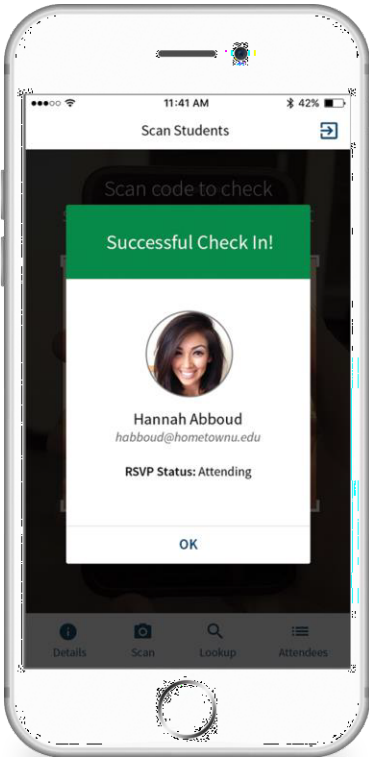
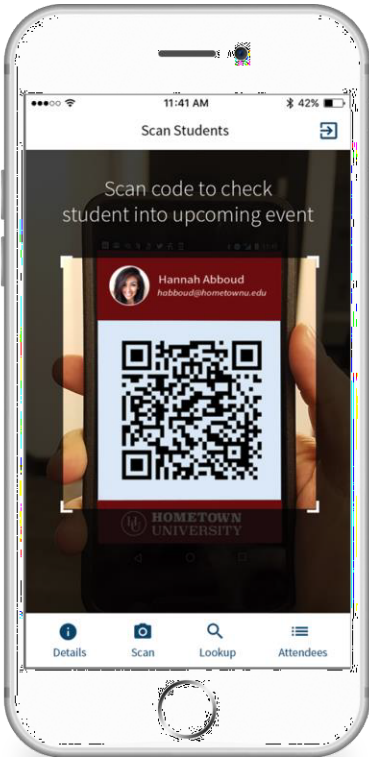
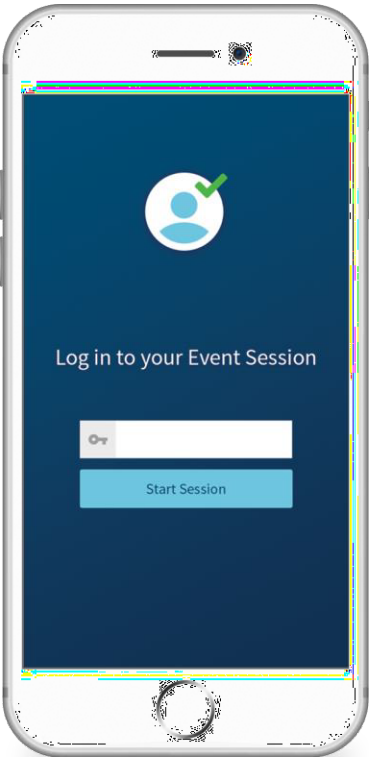
Showing 1 - 15 of 15

Post your RSO events and meetings in Redbird Life.

Remember, just because your event shows up here does NOT mean it was actually approved by the University.

HOW TO USE REDBIRD LIFE

Track attendance at your meetings and events.



Download Event Check-in App!



Learn more at the [Student Organizations Resources webpage:](https://deanofstudents.illinoisstate.edu/involvement/organizations/resources/)
<https://deanofstudents.illinoisstate.edu/involvement/organizations/resources/>

CODE OF CONDUCT



CODE OF CONDUCT

Applies to Individuals & RSOs

Page 5: Interim Actions for Student Organizations

The University reserves the right to impose an interim disciplinary suspension on a registered student organization when the interim action is needed to:

- a) Ensure the safety and well-being of members of the University community or preservation of University property; and/or
- b) Alleviate a threat that a student organization poses to the disruption of or interference with the normal operations of the University.

The Vice President for Student Affairs (VPSA) or their designee shall be responsible for the determination of interim suspensions and any other interim restrictions, including but not limited to activity restrictions, restrictions from contacting specific individuals and/or restrictions from specific University locations. During an interim suspension, a student organization may not engage in any organized activities.

Complete **Code of Student Conduct** available at

<https://deanofstudents.illinoisstate.edu/conduct/code/>

CODE OF CONDUCT

Applies to Individuals & RSOs

Page 3:

- The Code and the student conduct process shall apply to the academic and social conduct of individual students, both undergraduate and graduate, and all Registered Student Organizations.
- Students who are members of registered student organizations may be subject to jurisdiction both as an individual student and as a member of the student organization.
- The Code applies to behaviors that take place on-campus, at University sponsored events and activities, in online or hybrid courses connected to Illinois State University, and off-campus, when the off campus behavior impacts University interests. Students attending a function as a representative of the University (including, but not limited to, students on academic or athletic teams, students involved in internships, and students participating in exchange or study abroad programs) are subject to the Code.
- The Code may be applied to behavior conducted online, via email, text messages, or other electronic medium. Students should be aware that online postings such as social media sites, blogs, web posting, and chat rooms are in the public sphere and are not private. Action may be taken for online activity when the behavior violates the Code.

CODE OF CONDUCT

Hazing

Page 11:

Violations include such behavior as:

- a) Engaging in any act that endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation into, affiliation with, or continued membership in any group, organization, or team whose members are or include students of Illinois State University.
- b) Engaging in any act where an individual is encouraged to engage in conduct of an unbecoming or humiliating nature, or which in any way detracts from an individual's academic pursuits for the purpose of initiation into, affiliation with, or continued membership in any group, organization, or team whose members are or include students of Illinois State University.
- c) Engaging in any acts such as paddling (using a paddle to strike another individual), physical punishments, creating excessive fatigue, work sessions, physical or emotional shock, wearing apparel which is conspicuous and not in good taste, public stunts, morally degrading or humiliating games or events, of that encourage the illegal and/or abusive use of alcohol and/or other drugs.
- d) Failing to prevent, and/or failing to discourage, and/or failing to report known acts of hazing as a member of an organization participating in such activities when these activities are known to be taking place, or where it should be reasonably known that such activities are taking place.

For the purpose of this policy, hazing includes any activity that is inconsistent with regulations or policies of Illinois State University or the laws of the State of Illinois for the purpose of initiation into, affiliation with, or continued membership in any group, organization, or team whose members are or include students of Illinois State University. Acts of this nature are considered to be hazing whether or not a person willingly participates in such activities.

ILLINOIS STATE LAW

Hazing

Statute 12C-50

A person commits hazing when he or she knowingly performs an act, or causes a situation, that recklessly or intentionally subjects a student or other person in a school, college, university, or other educational institution of this State, to the risk of bodily harm for the purpose of induction or admission into any group, organization, or society associated or connected with that institution, if: (1) the act or situation is not sanctioned or authorized by that educational institution; and (2) the act results in bodily harm to any person

WHAT DO I DO?

Hazing

Unsure if it's hazing?

Ask the Student Activities Office to review the situation.

Consider what value is added to your organization/event through the activity?

Need to report hazing?

If you believe there is hazing happening in your group, report it to

Student Conduct and Community Responsibilities at:

https://ilstu-advocate.symplicity.com/public_report/index.php/pid673310

RECOGNITION



RECOGNITION

Student Involvement Awards

Individual Student Awards:

- Monetary scholarship for student
- University media recognition

RSO Awards:

- Monetary award for RSO
- University media recognition
- Festival ISU promo pack

Applications open in February:

You can find more information about this on the RSO Awards webpage:

<https://deanofstudents.illinoisstate.edu/involvement/organizations/awards/>



QUESTIONS?



QUESTIONS?

Help!

Feel a little lost...or want more info on an RSO topic?

We can meet with you and/or your RSO for a more in-depth discussion based on your RSO's needs!

Complete our online [RSO Meeting Request](#) form to get started.



QUESTIONS?

Student Activities Office
Contact Information

Website: Deanofstudents.illinoisstate.edu/involvement/organizations

Email: StudentOrgs@IllinoisState.edu

Phone Number: (309) 438-2151

Student Involvement Center:

227 Bone Student Center

August – May,

Monday-Friday: 8am-6pm

Social Media:



Illinois State University Student Activities



Twitter: @ SAI_ISU



Instagram: SAI_ISU