



RSO Orientation 2023-2024



STAY INFORMED!



RSO Monthly Newsletter

- Upcoming deadlines
- New opportunities
- Policy changes
- And more!

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/>

Redbird Life Webpage

<http://RedbirdLife.IllinoisState.edu>



Student Involvement Center, BSC 227

- Mail pickup
- Meeting space
- Computer/printing access
- Free RSO resources



Jacob Rottinghaus
Program Coordinator
jtrotti@IllinoisState.edu



Heather Marshall
RSO Financial Associate
hllough@IllinoisState.edu



Mike Trubshaw
Student Involvement Graduate Assistant
vpsamatrubs@IllinoisState.edu

RSO Staff - Here to help!

2023-2024 RSO CALENDAR

2023-24	REGISTER	RECRUIT	PLAN	COORDINATE	TRANSITION
Important Dates	July 1 – Sept 30, 2023	Festival ISU: Aug 29 – Aug 30, 2023 Winter Fest: Jan 23 & Jan 24, 2023	<u>Funding Application Deadlines</u> This Academic Year: Now until funds run out OR Feb 9, 2024 Next Academic Year: February 9, 2024	<u>BSC Open Booking Starts</u> Fall 2023: August 1, 2023 Spring 2024: December 4, 2023	RSO & Student Leader Award Applications Open: February 5, 2024
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, 2023 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 and Procedures webpage](https://deanofstudents.illinoisstate.edu/involvement/organizations/forms/) -

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

[Event Planning 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. At the top, there is a navigation bar with the Illinois State logo and 'REDBIRD LIFE' text, followed by links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. Below the navigation bar is a search bar with the text 'Explore Illinois State University' and a search icon. Under the search bar, there is a section titled 'Memberships' with two cards: 'Student Activities and Involvement' and 'Student Affairs Graduate Association'. Below this is a section titled 'All Events' with a 'VIEW MORE EVENTS' button. The 'All Events' section displays four event cards: 'LeaderShape Information Session', 'Drugs over Dinner', 'Leveraging Leaders: Bystander in the Halls', and 'Tryouts'. Each card includes a title, date, time, location, and the organizing organization.

ILLINOIS STATE | REDBIRD LIFE

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore Illinois State University

Search Events, Organizations, and News Articles

Memberships

Student Activities and Involvement

Student Affairs Graduate Association

All Events

VIEW MORE EVENTS

The Institute by LeaderShape

LeaderShape Information Session

Thursday, September 12 at 4:00PM CDT
Shawnee Conference Room

Leadership Development

Drugs over Dinner

Thursday, September 12 at 6:30PM CDT
0203 Watterson Private Dining Room

Sober Redbirds

STAND UP, REDBIRDS!

Leveraging Leaders: Bystander in the Halls

Thursday, September 12 at 7:00PM CDT
Hewett and Manchester - Escalante

Hosted by 2 organizations

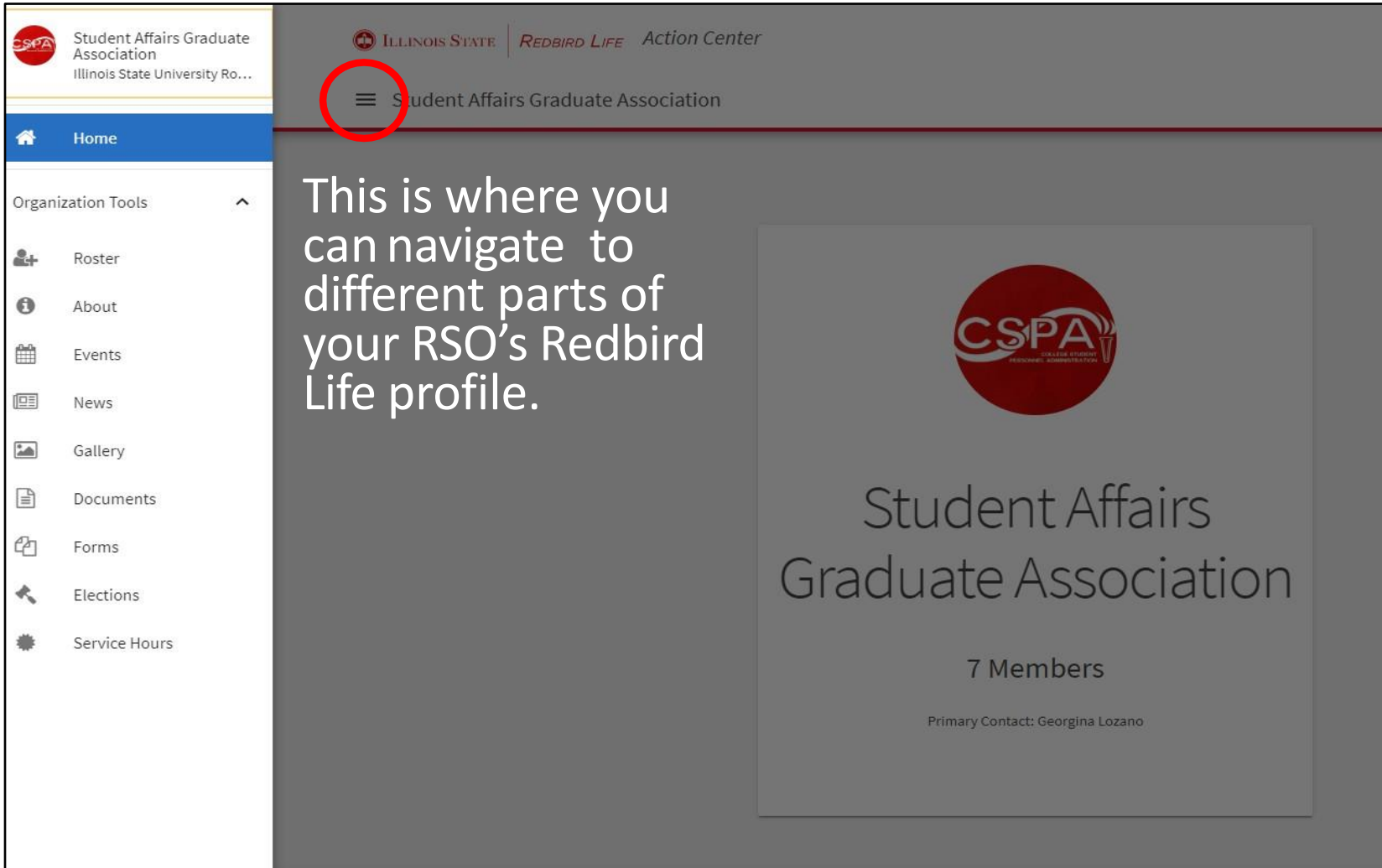
Tryouts

Thursday, September 12 at 8:00PM CDT
Horton Field House North

Women's Basketball Club at Illinois S...

Access your RSO

HOW TO USE REDBIRD LIFE



The screenshot displays the Redbird Life interface for the Student Affairs Graduate Association. On the left is a navigation sidebar with a 'Home' button and an 'Organization Tools' section containing links for Roster, About, Events, News, Gallery, Documents, Forms, Elections, and Service Hours. The top header includes the Illinois State logo, 'REDBIRD LIFE', and 'Action Center'. Below this, the text 'Student Affairs Graduate Association' is preceded by a red circle around a hamburger menu icon. The main content area features the CSPA logo, the organization's name, '7 Members', and the 'Primary Contact: Georgina Lozano'.

Student Affairs Graduate Association
Illinois State University Ro...

Home

Organization Tools

- Roster
- About
- Events
- News
- Gallery
- Documents
- Forms
- Elections
- Service Hours

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
CAREER STUDENT PERSONNEL ADMINISTRATION

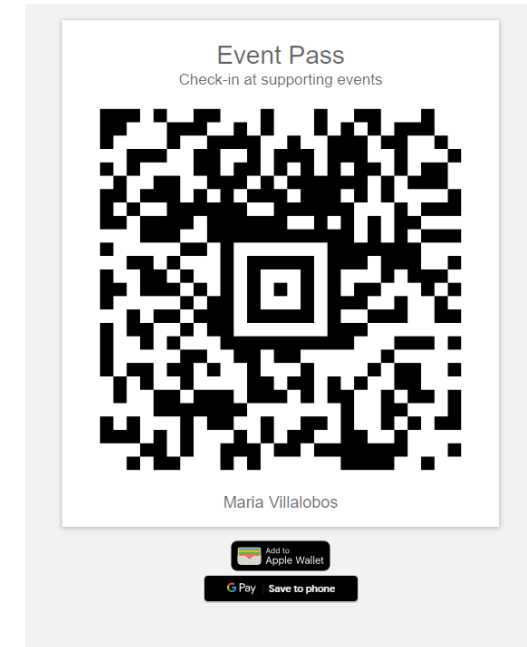
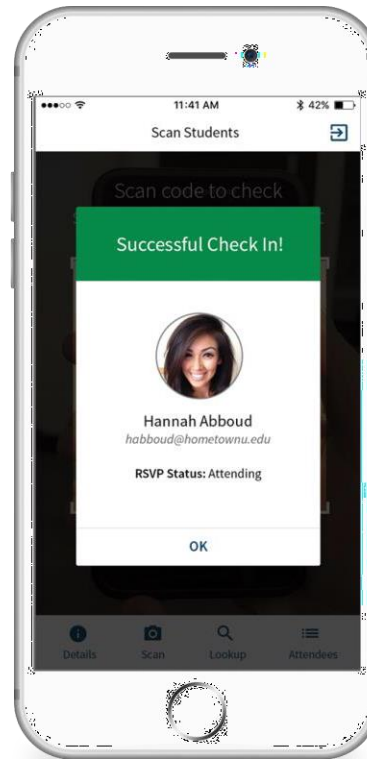
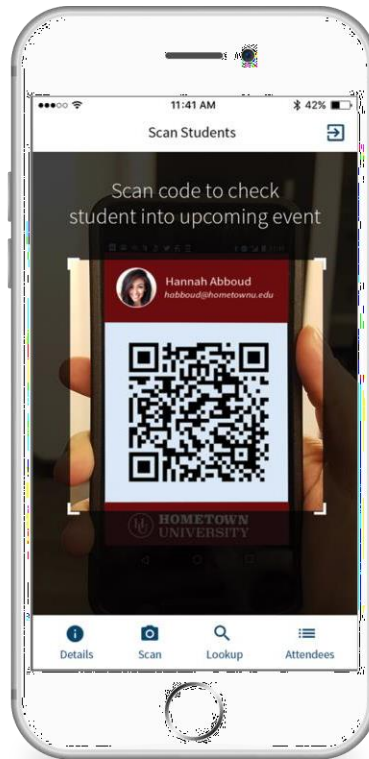
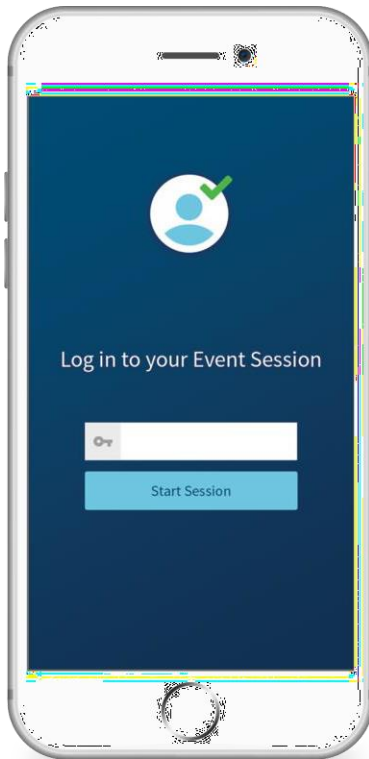
Student Affairs
Graduate Association

7 Members

Primary Contact: Georgina Lozano

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

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

Statue 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.symplcity.com/public_report/index.php/pid673310

NEED ASSISTANCE?

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!

CONTACT US

Email: studentorgs@IllinoisState.edu

Or

Phone: (309) 438-2151



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



Instagram: SAI_ISU