

RSO Orientation 2026-2027



Redbird Life®

Involvement Starts Here

RedbirdLife.IllinoisState.edu

Overview

Topics to Discuss

- **General Resources & Support**
- **RSO Calendar**
- **Campus Policies**
- **Code of Student Conduct**
- **Redbird Life**
- **RSO Funding**
- **Reserving Space on Campus**
- **How to get support**



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Stay Informed

RSO Monthly Newsletter

- Upcoming deadlines
- New opportunities
- Policy changes
- More!

Must have accepted role in Redbird Life to receive newsletter

RSO Webpage

- Funding processes/forms
- Important operational link
- Redbird Life "how-to's"

Student Involvement Center

BSC 227

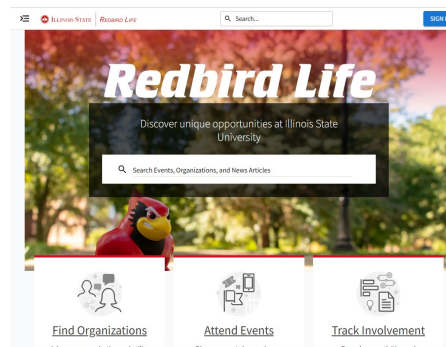
- Mail pickup
- Meeting space
- Computer/Printer access
- Free RSO resources (Craft supplies, etc.)

RSO Webpage

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

Redbird Life Webpage

<https://redbirdlife.illinoisstate.edu/>



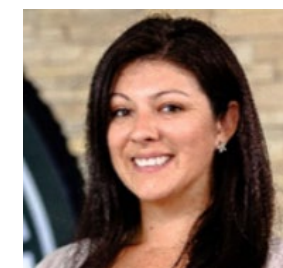
RSO Staff – We're here to Help!



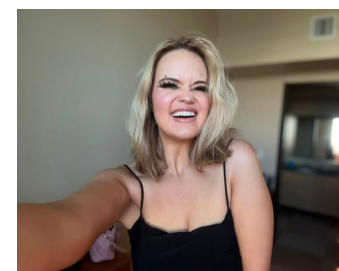
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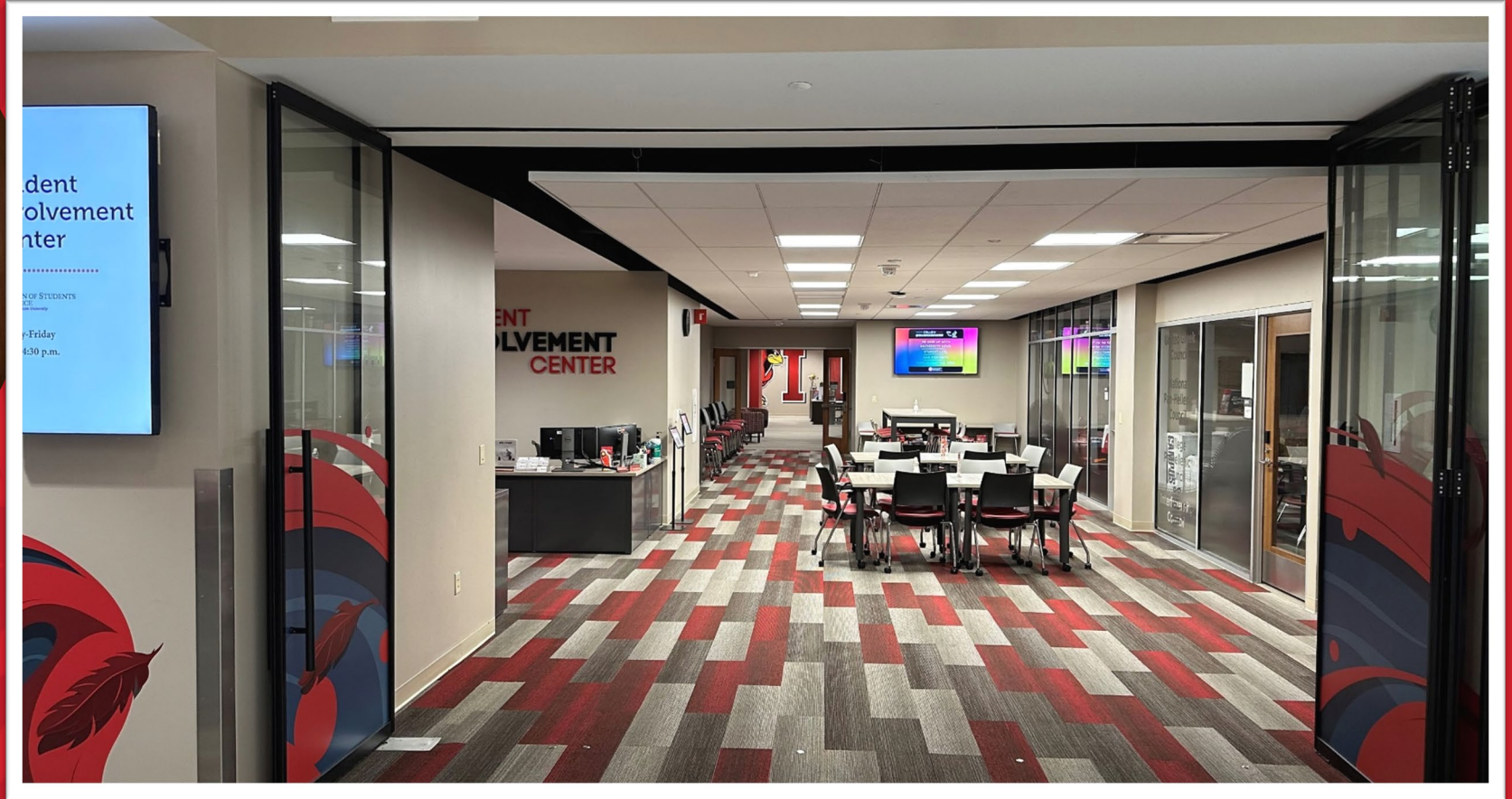
Tyrin Sykes
Isu_tsykes2@ilstu.edu

RSO Calendar

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	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

Student Involvement Center

In the Bone Student Center



FREE – RSO Resources

ALL ITEMS SUBJECT TO AVAILABILITY.

Supplies

- **Trifold – 1 per RSO/year**
- **Art Supply Kits**
- **Chalk the Quad Kits**
- **Board and Yard Games**
- **Event supplies**
- **And more!**

Digital Marketing

- **Digital Display Screens**
 - **Outside Student Involvement Center**
- **RSO Newsletter**
- **Redbird Life Portal**

Student Involvement Center

Fall & Spring: M – F 8 am to 6 pm

Summer: M – F 8 am to 4:30 pm

- **Computers with Adobe Creative Suite**
- **Conference Table Space with a Large Screen**
- **15 Copies per RSO/Day**
- **24 Customized Buttons per RSO/semester**
- **RSO Mail Pick-up (held for 30 days)**
- **Bulk Paper Cutter**
- **General Table Seating**

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Campus Policies & Procedures

Policies to Acknowledge

- Amplification
 - Contract
 - Event Insurance
 - Event Promotion
 - Events with Alcohol
 - Film copyright/subtitles
 - Fleet
 - Food Permits
 - Funding/Fundraising
 - External Bank Accounts
 - Protection of Minors on Campus
 - Raffles
 - RSO Classification
 - Space reservation and use
-

For more information, see the Student Organizations website
deanofstudents.illinoisstate.edu/involvement/organizations/policies

To review the specific policies and expectations, see the University Policies website
policy.illinoisstate.edu



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Campus Policies & Procedures

Policy 6.1.1 - Space Reservation & Use

- The quad is available for general use but requires a reservation for events/activities sponsored/hosted by RSOs.
- Classrooms, meeting facilities, theatres and auditoriums, athletic and recreational facilities, and other outdoor University spaces typically require advance registration.

The University will not interfere unless participants engage in the following behaviors:

- Disrupt or prevent a function or activity
- Injure persons, damage or destroy property, or threaten to cause injury
- Create safety hazards or jeopardize the safety of others
- Construct structures on university grounds without prior authorization

For more information, see the Student Organizations website deanofstudents.illinoisstate.edu/involvement/organizations/policies

To review the specific policies and expectations, see the University Policies website <https://policy.illinoisstate.edu/facilities/6-1-1/>



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Code of Student Conduct

This applies to Individuals & RSOs

Complete Code of Student Conduct available at
deanofstudents.illinoisstate.edu/conduct/code



Scan to Access
The Code of Student Conduct

Stop by:

Student Conduct

Student Services Building, Office 120

Contact:

Phone: (309) 438-8621

Email: StudentConduct@IllinoisState.edu

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Code of Student Conduct

Hazing

RSO leaders and members should access the online training: [Hazing Prevention 101: It's Everyone's Responsibility](#)

5.1.13 Anti-Hazing

Violations include such behavior as:

- a. Engaging in any act that risks the mental, emotional, or physical health or safety of an individual;
- b. Causing, coercing, or otherwise inducing sleep deprivation, causing excessive fatigue, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- c. Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- d. Causing, coercing, or otherwise inducing another person to perform, sexual acts;
- e. Any activity that places another person in reasonable fear of bodily harm through the use of threatening or intimidating words or conduct;
- f. Any activity against another person that includes a violation of law;
- g. Any activity that induces, causes, or requires another person to perform a duty or task that involves a violation of law;
- h. Being party to, or complicit in, the encouraging or requiring of an individual to behave in any way that detracts from the individual's academic pursuits or employment responsibilities;
- i. Causing, coercing, or otherwise inducing others to engage in acts such as work sessions, perform services or servitude (personal, physical, or financial), wear apparel which is conspicuous or not in good taste, perform public stunts, and/or perform acts that may be considered unbecoming or humiliating; or
- j. Failing to prevent, discourage, or report acts of hazing when they are known or reasonably should be known to have taken place.

Conduct – What to Do?

Is it hazing?

Ask the Student Activities Office to review the situation with you.

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

Need to report hazing or other conduct-related situations?

Make a report to Student Conduct via the [Public Incident Report](#) form.

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<https://redbirdlife.illinoisstate.edu/>

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Redbird Life



What can I do on Redbird Life?

Scan to Access
Redbird Life How-To Guide

Features

- Roster Management
- Event Creation
- Attendance tracking
- Forms/Signups
- News Articles
- AND MORE!

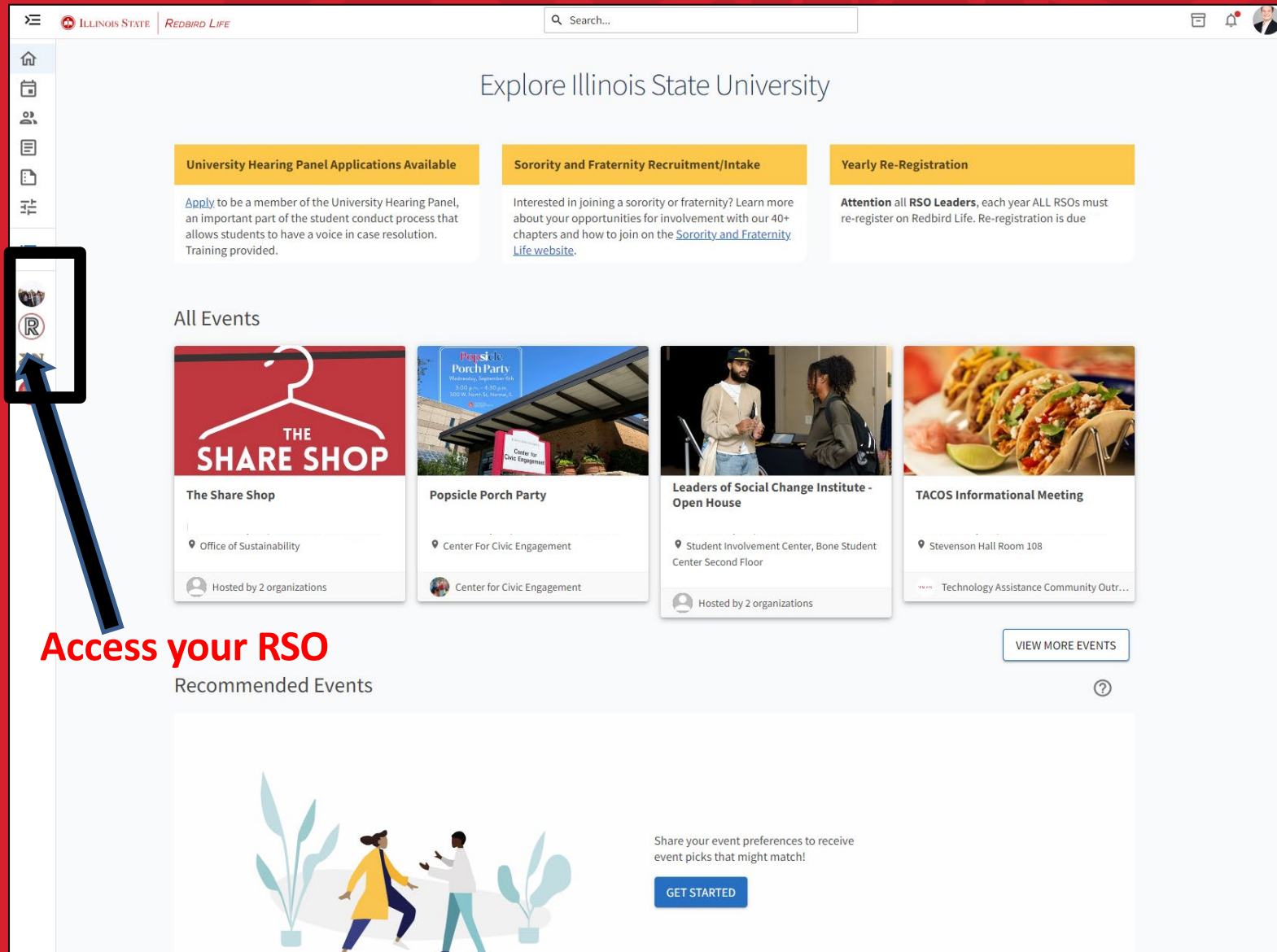


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Redbird Life - Overview



The screenshot shows the Redbird Life website interface. At the top, there is a navigation bar with the Illinois State logo, the text "REDBIRD LIFE", a search bar, and user profile icons. The main heading is "Explore Illinois State University". Below this, there are three yellow boxes with the following titles and descriptions:

- University Hearing Panel Applications Available**: [Apply](#) to be a member of the University Hearing Panel, an important part of the student conduct process that allows students to have a voice in case resolution. Training provided.
- Sorority and Fraternity Recruitment/Intake**: Interested in joining a sorority or fraternity? Learn more about your opportunities for involvement with our 40+ chapters and how to join on the [Sorority and Fraternity Life website](#).
- Yearly Re-Registration**: **Attention all RSO Leaders**, each year ALL RSOs must re-register on Redbird Life. Re-registration is due

Below these boxes is the "All Events" section, which displays four event cards:

- The Share Shop**: Office of Sustainability. Hosted by 2 organizations.
- Popsicle Porch Party**: Center For Civic Engagement.
- Leaders of Social Change Institute - Open House**: Student Involvement Center, Bone Student Center Second Floor. Hosted by 2 organizations.
- TACOS Informational Meeting**: Stevenson Hall Room 108. Technology Assistance Community Outr...

A "VIEW MORE EVENTS" button is located to the right of the event cards. Below the "All Events" section is the "Recommended Events" section, which features an illustration of two people walking and a "GET STARTED" button.

A red box highlights the sidebar menu on the left, and a red arrow points to the RSO icon within the menu.

Access your RSO

Redbird Life®

Involvement Starts Here

Redbird Life - Overview

Organization Tools

- Roster Management
- Event Creation
- Forms/Signups
- News Articles
- AND MORE!

The screenshot displays the Redbird Life web application interface. At the top, the header includes the Illinois State logo, the text "REDBIRD LIFE", and a search bar. The left sidebar contains navigation icons for Home, Calendar, Users, Documents, and Settings. A dropdown menu is open for the "Redbird RSO" icon, listing "Manage Home" and "ORGANIZATION TOOLS". The "ORGANIZATION TOOLS" section lists: About, Roster, Events, News, Gallery, Documents, Forms, Elections, Finance, and Service Hours. The main content area shows the "Redbird RSO" profile with the primary contact "Jacob Rottinghaus" and "Total Memberships: 4". Below this is the "Organization Tools" section with a list of icons and labels for Roster, About, Events, News, Gallery, Documents, Forms, Elections, Finance, and Service Hours. On the right, there is a section for "Help us improve this page" and "Upcoming Organization Events", which currently shows "0 Upcoming Events" and "No Events".

ILLINOIS STATE REDBIRD LIFE

Search...

Redbird RSO
Primary Contact: Jacob Rottinghaus

Total Memberships 4

Organization Tools

Manage Home

ORGANIZATION TOOLS

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

Help us improve this page
What other information would help you manage your organization?

Upcoming Organization Events

0 Upcoming Events
No Events

There are currently no upcoming events for your organization



Redbird Life - Events

ILLINOIS STATE

REDBIRD LIFE

Search...

Manage Home

ORGANIZATION TOOLS

About

Roster

Events

News

Gallery

Documents

Forms

Elections

Finance

Service Hours

Manage Events

Search Events

🔍 Type to Search

Text entered in the search bar will automatically filter results.

Sort By

Start Date

Date

☒ All

☐ Future

☐ Past

Status

☐ Cancelled

☐ Approved

Theme

All Themes

Location

☐ Is Online

4 Events

Showing 1 - 4 out of 4 Events

☐ Analytics [CREATE EVENT](#)

Test

CANCELLED

Fri, Jan 22, 2021 12:00 PM CST - Fri, Jan 22, 2021 1:00 PM CST

Invites sent: 0 RSVP count: 0

Test Event | In-Person

CANCELLED

Mon, Jan 18, 2021 12:00 PM CST - Mon, Jan 18, 2021 1:00 PM CST

Invites sent: 0 RSVP count: 0

Test

CANCELLED

Wed, Dec 2, 2020 12:00 PM CST - Wed, Dec 2, 2020 1:00 PM CST

Invites sent: 0 RSVP count: 0

Event Test - Suzy

CANCELLED

Tue, Jun 2, 2020 7:00 PM CDT - Tue, Jun 2, 2020 8:00 PM CDT

Invites sent: 0 RSVP count: 0

Create events!

Redbird Life - Events



ILLINOIS STATE

REDBIRD LIFE



Create Event

Basic Details

*Event Title

RSO Orientation

*Theme

Learning

*Description



Opportunity for RSO leaders and advisors to learn about what it means to be an RSO and how to be successful on campus!

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Additional organizations co-hosting this event

Type here to search for organizations

Dean of Students Office

Time and Place

*Start Date

*Start Time

12:00 PM

*End Date

*End Time

01:00 PM

LOCATION

ONLINE LOCATION

 The Bone

CLEAR LOCATION

+ ADD ANOTHER DATE

Redbird Life - Events

Event Visibility

*Show To

The Public

The Public

Students & staff at Redbird Life

Members of all hosting organizations

Invited users only

☐ Allow anyone to self-report attendance

Event Categories

Select categories

Educational



Leadership



Meeting



Perks Special benefits for your attendees

Select perks

Credit



Free Stuff



Free Food



Additional Information

*Event Cost

NA or Free

Fields marked with an asterisk (*) are required.

NEXT >

Redbird Life - Events

RSVP

Settings

Fields marked with an asterisk (*) are required.

*Who can RSVP

Anyone

Anyone

Only invitees

No one

☐ Limit number of available RSVP spots

☐ Allow Guests

Organization Representation

When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event

☐ Allow respondents to represent an organization

RSVP Questions

Include questions for respondents to complete when they RSVP

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

☐ Add Summary

There are currently no Custom Questions
Select a Question Type and then select the Add Question button to start

Question Type

Select a question type

Text - Single Line

ADD QUESTION

< PREVIOUS

NEXT >

Redbird Life - Events

Event Cover Photo

Upload Photo

Instructions

Your Cover Photo helps draw attention to your event. To make sure your image looks great, choose a high resolution photo that's eye-catching, high quality, with a central focal point.

Your submission is almost complete.

As an administrator you can skip the Branch Custom Fields for this event submission.



Skip Custom Fields

Select this option to complete the event submission without adding or revising custom field data.

If you are revising a submission, the original custom field response data will be retained, which you can review from the confirmation page that follows.

COMPLETE SUBMISSION



Continue to Custom Fields

Select this option to add or revise custom field data using the same workflow as a user without administrative access.

CONTINUE TO CUSTOM FIELDS

< PREVIOUS

SKIP >

Redbird Life - Events

ILLINOIS STATE

REDBIRD LIFE

Search...

Home

Calendar

People

Documents

Files

Settings

Redbird Life

Menu

Redbird Life

EN

STUDENT ACTIVITIES

← Back to Events List

Event Details

CHANGE DETAILS

CANCEL EVENT



View Event

Submissions

Certificate

RSO Orientation

Host Organizations

Redbird RSO + 1 other

Location

The Bone

Begins

Wednesday, September 06, 2023 at 12:00 PM CDT

Ends

Wednesday, September 06, 2023 at 12:00 PM CDT

0.0

★★★★★

Event Rating

STATUS

Approved

VISIBILITY

The Public

RSVP SETTING

Anyone

EVENT ATTENDANCE

TRACK ATTENDANCE

INVITATIONS & RSVPs

0 Invitees

0 Attended

0 Absent

0 Excused

ACCESS CODE

NJM7ABA

COPY

ATTENDANCE URL

https://redbirdlife.illinoisstate.edu/event/9:

COPY URL

VIEW QR CODE

Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

POST EVENT FEEDBACK

SEND NOTIFICATIONS

EXPORT FEEDBACK

Event Ratings and Evaluation Questions are anonymous and only visible to the Event Organizer and users with Management permissions.

Notifications cannot be sent unless attendance has been tracked by at least one attendee. Sending notifications will only alert attendees once, whether or not they've already given feedback on the event.

0.0

No ratings have been submitted

★★★★★

5 Stars

4 Stars

3 Stars

2 Stars

0

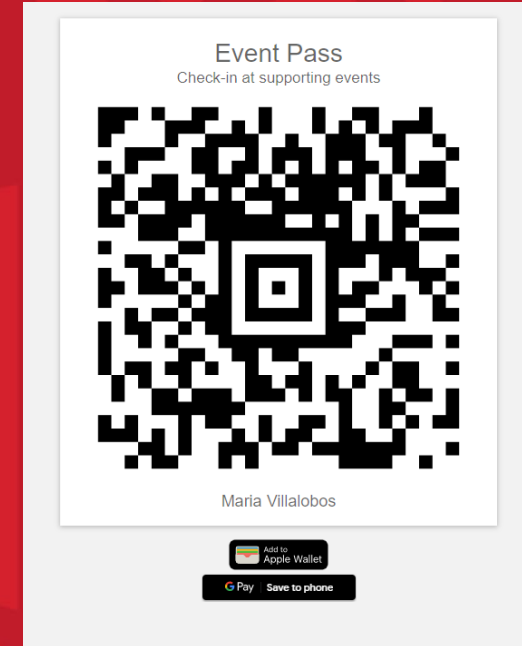
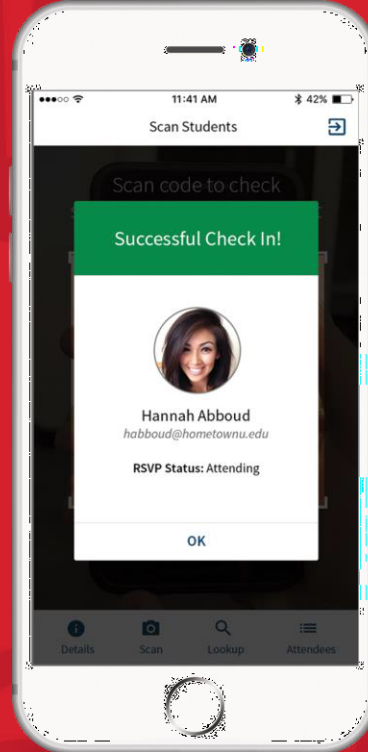
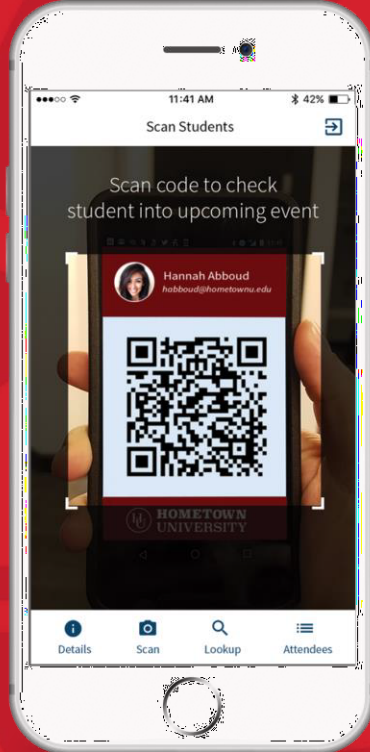
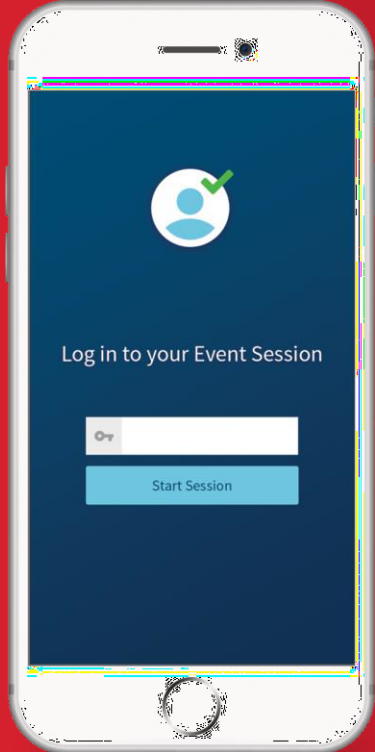
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0

0

Redbird Life

Attendance at Events



Download Event Check-in App!



Learn more on the Student Organizations website:
deanofstudents.illinoisstate.edu/involvement/organizations/resources

Redbird Life - Roster



Search...





Roster



Primary Contact
Jacob Rottinghaus

 MESSAGING  MANAGE POSITIONS  INVITE PEOPLE  EXPORT ROSTER



- Manage Home
- ORGANIZATION TOOLS
 - About
 - Roster
 - Events
 - News
 - Gallery
 - Documents
 - Forms
 - Elections



Full Roster

IT PENDING PROSPECTIVE TERMS AND CONDITIONS

 END MEMBERSHIP  END ALL MEMBERSHIPS

Search

First Name *	Last Name *	Positions	
Jacob	Rottinghaus	President	

RSO Funding

- Fee Board
- Fundraising
- Grants

Visit the [RSO Funding Resource page](#) for links to these opportunities and more!

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Booking Rooms on Campus

The Bone Student Center

Reserving Space

- MUST have a booking privileges form on file with the Bone Student Center
- Submit an event reservation request via the online booking form
- Pay attention to your University email for messages from Event Management, Dining & Hospitality staff regarding your reservation



Reserve



Booking Access

Learn more at the Bone Student Center Website:
bonestudentcenter.illinoisstate.edu/scheduling

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Booking Rooms on Campus

Academic & Non-Academic Spaces

Reserving Space

- Contact Conference Services
- Review the options
- Email or call the appropriate person
- Receive room confirmation and details
- Enjoy your event!

Spaces to Reserve

- Conference Rooms
- Classrooms
- Lecture Halls
- Space on the Quad
- Tabling locations



Scan to Access

Learn more at the Bone Student Center Website:
conferences.illinoisstate.edu/scheduling/

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Frequently Asked

Why was my re-registration denied?

Non-discrimination clauses – need to be updated

Membership – needs to say 100% of members are from ISU

Ratification date – must be within the last two years

When can I expect to hear a status update?

It may take our office up to fifteen (15) business days

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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



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Dean of Students Office

387 Student Services Building

(309) 438-2008

DeanOfStudents.IllinoisState.edu



Redbird_Life



RedbirdLifeISU

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Student Navigators

Student-led, peer-to-peer program for ISU students facing economic hardship and basic needs crisis

Navigators connect students to resources, including:

- Emergency aid
- Food
- Housing
- Textbooks
- Health
- And more!

Contact:

Phone: (309) 438-2008

Email: DeanOfStudents.IllinoisState.edu

Web: About.IllinoisState.edu/basicneeds



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<https://deanofstudents.illinoisstate.edu/services/student-navigator/>

Give us a follow



Redbird_Life



Redbird_Food



Redbird_Well

Learn about...

- Student Organizations
- Events
- Campus programs
- Food venues
- Well-being
- And more...

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ILLINOIS STATE
UNIVERSITY
1857
we learn
we lead

ILLINOIS
STATE

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