Sponsored
Registered Student Organization
Advisor Orientation

Dean of Students Office
2022-2023
What it Means to be a Sponsored RSO

• The purpose and operations of the RSO are considered integral and inherently linked to a specific department/school and/or the University.

• The sponsoring department/school has approval and decision-making authority and will include a statement in the RSO constitution/by-laws stating as such.

• The department/school, through the advisor, provides oversight to the RSO. The department/school leadership has approval and denial authority for RSO activities.

• The advisor meets with the RSO on a regular basis and is well-versed on the current and proposed activities of the RSO. In accordance with University policy, authorized signers for the department/school will request and sign all contractual agreements for all RSO events/activities.
What it Means to be a Sponsored RSO

• The department/school is obligating the University to assume liability for RSO activities.
• The department/school may be held financially responsible/liable for claims incurred by the University as a result of RSO activities.
• Can have a financial account on campus even for self-generated fees.
• Can utilize the University’s tax-exempt number when uses funds housed in University account.
• Can utilize University purchasing card.
• Contracts for performers/vendors can exceed $4,999.
• Events may be covered by the University’s general liability insurance.
• Must follow University procedures.
Advising
Registered Student Organizations
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
ajmiller@illinoisstate.edu

Mimi Peña, Graduate Assistant
vpsanpena@illinoisstate.edu
# 2022-2023 RSO Calendar

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>REGISTER</th>
<th>RECRUIT</th>
<th>PLAN</th>
<th>COORDINATE</th>
<th>TRANSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</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>
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<tr>
<td>- Gather updated constitution and roster for Redbird Life involvement portal re-registration process.</td>
<td>- 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 Possible.</td>
<td>- Register for Festival ISU and Winter Fest events.</td>
<td>- Book venue space or travel accommodations.</td>
<td>- Upload important files into RSO’s Redbird Life profile – Documents Section.</td>
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<tr>
<td>- Submit re-registration within Redbird Life before Sept 30, 2022.</td>
<td>- RSOs able to recruit year-round through campus tabling, Redbird Life portal, etc.</td>
<td>- Research meeting/event/travel dates, policies, deadlines, venue availability, etc.</td>
<td>- Review how to utilize funding.</td>
<td>- Provide detailed instructions to incoming executive board.</td>
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<tr>
<td>- Accept RSO Advisor role within the Redbird Life system.</td>
<td>- Apply for funding through Dean of Students Fee Board. If applicable, for events/travel.</td>
<td>- Fundraise on campus and in the community or collect dues for future RSO needs.</td>
<td>- Determine how to run meetings and who takes ownership of what tasks.</td>
<td>- Update RSO roster in Redbird Life so that correct students are receiving RSO notifications.</td>
<td></td>
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<tr>
<td>- Remind, encourage and assist students!</td>
<td>- Assist students with how to gather information, how the RSO has operated in the past, and what to look out for.</td>
<td>- What policies apply to your meeting, event, and/or travel?</td>
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<td>- Remind, encourage and assist students!</td>
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<tr>
<td>- Re-registration instructions</td>
<td>- Tri-fold pickup in Student Involvement Center, BSC 225</td>
<td>- Event Planning &amp; Management Policies, Procedures &amp; Forms</td>
<td>- Booking On-Campus Space</td>
<td>- Nominate RSOs and student leaders for awards.</td>
<td></td>
</tr>
<tr>
<td>- Redbird Life Portal</td>
<td>- RSO Marketing Opportunities</td>
<td>- Funding Application Information</td>
<td>- Fee Board Funding Purchasing Guidelines</td>
<td>- Redbird Life How-To’s</td>
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FREE RSO Resources

ALL ITEMS SUBJECT TO AVAILABILITY.

DEANOFSTUDENTS.ILLINOISSTATE.EDU/INVOLVEMENT/ORGANIZATIONS/RESOURCES/

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
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/

Event Planning & Management webpage –
https://deanofstudents.illinoisstate.edu/involvement/organizations/event_planning/
Redbird Life

RSO Features

• Create events & track attendance.
• Virtual recruitment and meetings.
• RSO document storage.
• Roster management:
  • Invite prospective members to join.
  • Update officers/advisors outside of annual re-registration process.
• Messaging to members.

How-To Instructions

Redbird Life resources section or
https://deanofstudents.illinoisstate.edu/involvement/organizations/resources/
Redbird Life

Advisor Requirement

• Accept role within Redbird Life portal.
• This will ensure you receive all pertinent RSO messaging.

Step 1
Redbird Life

Step 2
My Notifications

Unread From Subject Date

Step 3
Notification
Organization Invitation: Redbird RSO

System Message
Amy Miller has invited you to join the organization Redbird RSO.
You can accept or decline by visiting your pending invitations.

Manage Invitations
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.
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

Illinois State University StudentActivities
Twitter: @ SAI_ISU
Instagram: SAI_ISU