

Sponsored Registered Student Organization Advisor Orientation

Dean of Students Office

2022-2023

**Your
Redbird
Life**



Student Affairs

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!



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

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/) -

<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/



Redbird Life, Student Involvement Portal

Redbird Life

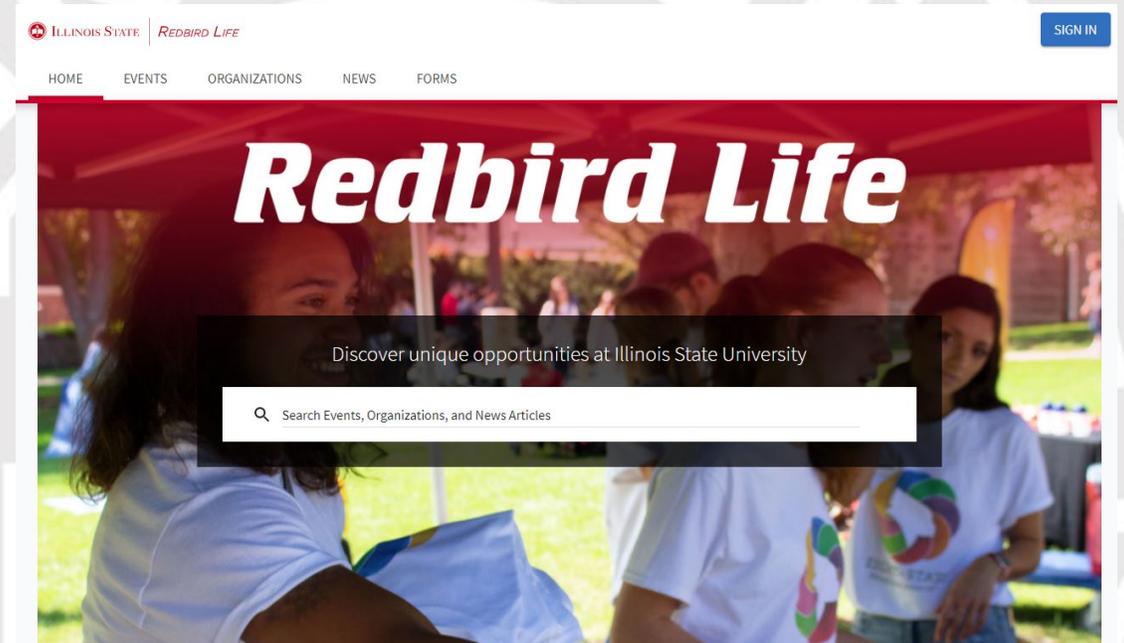
RSO Features

- 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.

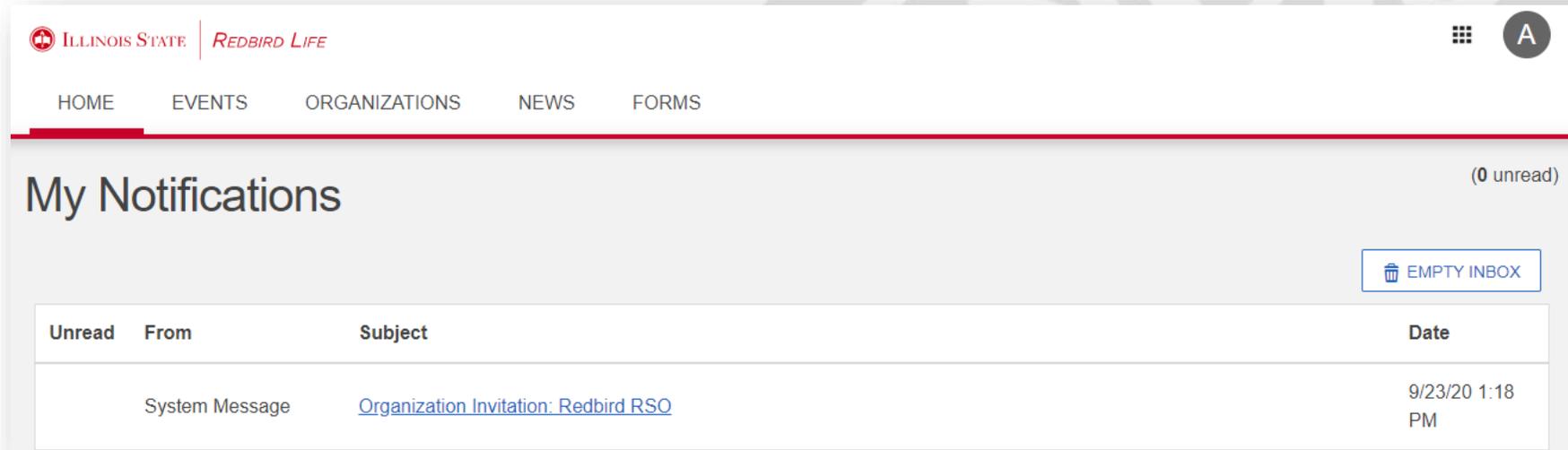
Step 1

The screenshot displays the Redbird Life portal interface. At the top, the navigation bar includes 'HOME', 'EVENTS', 'ORGANIZATIONS', 'NEWS', and 'FORMS'. The main content area features a search bar and several informational cards: 'Voter Registration Information', 'RSO COVID-19 Updates', and 'Make Your #RedbirdImpact'. Below these are sections for 'Memberships' (Dean of Students Office, Student Activities) and 'All Events' (General Meeting, Cooking on Campus Series). On the right side, a user account menu is open for 'Amy Miller', listing options such as 'Event Pass', 'Paths', 'Event History', 'Memberships', 'Experiences', 'Service Hours', 'Involvement Record', 'Submissions', 'Notifications', 'Downloads', 'Get Ready to Vote', 'Release Notes', and 'Sign Out'. The 'Notifications' option is circled in red, and a red arrow points to it from the right. The bottom of the screen shows a Windows taskbar with the date and time '1:29 PM 9/23/2020'.



Redbird Life

Step 2



ILLINOIS STATE | REDBIRD LIFE

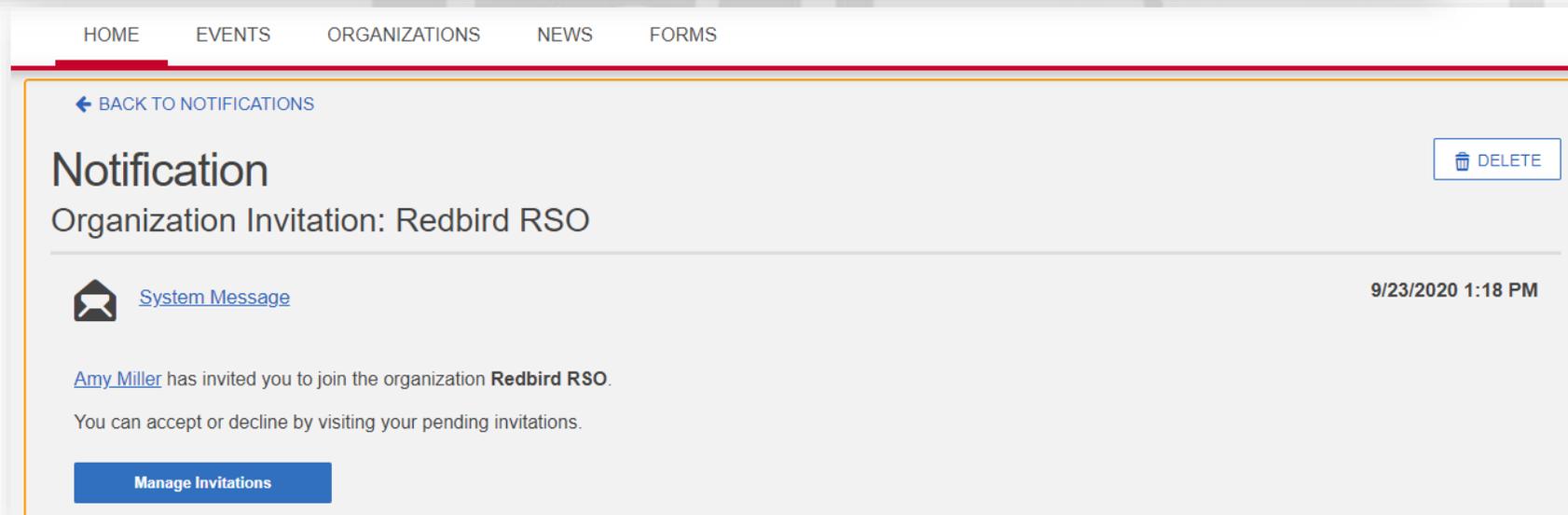
HOME EVENTS ORGANIZATIONS NEWS FORMS

My Notifications (0 unread)

[EMPTY INBOX](#)

Unread	From	Subject	Date
	System Message	Organization Invitation: Redbird RSO	9/23/20 1:18 PM

Step 3



HOME EVENTS ORGANIZATIONS NEWS FORMS

[← BACK TO NOTIFICATIONS](#)

Notification [DELETE](#)

Organization Invitation: Redbird RSO

 [System Message](#) 9/23/2020 1:18 PM

[Amy Miller](#) has invited you to join the organization **Redbird RSO**.
You can accept or decline by visiting your pending invitations.

[Manage Invitations](#)

Redbird Life

Step 4

ILLINOIS STATE | REDBIRD LIFE

HOME EVENTS ORGANIZATIONS NEWS FORMS

Invitations



Redbird RSO
[Learn More](#)

RSO Advisor

ACCEPT DECLINE

Show Membership on Public Roster

CONFIRM

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 Student Activities



Twitter: @SAI_ISU



Instagram: SAI_ISU

