RSO
Orientation
2021-2022
Why are we here?

After attending an RSO Orientation, RSO leaders in attendance will be able to:

- Interpret which ISU policies and procedures apply to your organization,
- Identify at least (3) places to obtain additional RSO information,
- And understand the importance of the information and resources presented.
Student Activities
Student Activities Contact Information

Website: [Deanofstudents.illinoisstate.edu/involvement/organizations](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-8pm

Facebook: Illinois State University StudentActivities  
Twitter: @SAI_ISU  
Instagram: SAI_ISU
Registered Student Organization Staff

**Amy Miller**, Coordinator
ajmill2@IllinoisState.edu

**Mimi Peña**, Graduate Assistant
vpsanpena1@IllinoisState.edu
What can we do for you?

We can...

• Help you find resources & development trainings
• Help you find additional leadership opportunities
• Explain forms, campus policies & procedures
• Help you with the funding processes
• Help you Recruit new members:
  Festival ISU & Winter Fest
• Recognize all of your hard work:
  RSO of the Month & Student Involvement Awards
Student Involvement Center Resources

General
- Conference space for RSO projects
- Computers with Adobe CreativeSuite
- Free 15 pages/day/RSO of printing
- General hang out area
- RSO mail pickup

Marketing for Events/Recruitment
- 24 Customized Buttons/Semester/RSO
- Chalk Sidewalk Sign Rental
- Digital Display Screen
- Monthly RSO Newsletter Submission
- Student Activities Social Media – Content Sharing

To submit a request for any of these items:
https://forms.illinoisstate.edu/forms/sic_marketing_opportunities
RSO Information
## RSO Vocabulary

<table>
<thead>
<tr>
<th>DoS</th>
<th>Dean of Students Office</th>
<th>The Office of Student Activities is a unit of the Dean of Students.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA</td>
<td>Office of Student Activities</td>
<td>Office where RSOs are housed.</td>
</tr>
<tr>
<td>RSO</td>
<td>Registered Student Organization</td>
<td>Clubs, societies, and student groups that are registered with the university through Student Activities.</td>
</tr>
<tr>
<td>Redbird Life</td>
<td>Campus Involvement Portal</td>
<td>Redbird Life is the student involvement portal that houses profiles for RSOs and campus departments.</td>
</tr>
<tr>
<td>Independent vs. Sponsored</td>
<td>Type of RSO categorization</td>
<td>This impacts how you apply for &amp; use funding, your advisor relationship, and other specific policies.</td>
</tr>
</tbody>
</table>
## RSO Annual Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Winter Fest</td>
<td>Winter activities fair for RSOs to recruit members and market events. Space is limited due to being inside.</td>
</tr>
<tr>
<td></td>
<td>Registration starts mid-November.</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Program Fund Applications Due</td>
<td>If needing to apply for funding, utilize student organizations website for more information and specific deadlines.</td>
</tr>
<tr>
<td>February</td>
<td>Program Fund Hearings</td>
<td>If RSO applied for funding, presentations to the Fee Board are required.</td>
</tr>
<tr>
<td>February/March</td>
<td>Student Involvement Awards</td>
<td>Student involvement award applications open and close in February and close in March. The Student Involvement Recognition Ceremony takes place in April.</td>
</tr>
<tr>
<td>July 1 – Sept 30</td>
<td>RSO Registration</td>
<td>Utilize Redbird Life platform to re-register RSO. RSO can update RSO Officers throughout the year themselves.</td>
</tr>
<tr>
<td></td>
<td>*Does NOT include SFL &amp; Sport Clubs.</td>
<td></td>
</tr>
<tr>
<td>July 1 – Until Funds Are Depleted</td>
<td>Opportunity Fund</td>
<td>Applications on a rolling basis for programs/travel that occurred during the year that RSO was not aware of in time to apply for Program Fund. Utilize student organizations website for more information. First-come, first-served basis.</td>
</tr>
<tr>
<td>August</td>
<td>Festival ISU</td>
<td>Fall campus activities fair on the Quad where RSOs, campus departments &amp; community orgs market themselves. RSOs recruit members and market events.</td>
</tr>
</tbody>
</table>
Student Activities utilizes the monthly RSO Newsletter to communicate new information, resources, and upcoming deadlines to RSO Presidents, Treasurers, and Advisors.

**If you are not receiving it, make sure that your information is up to date in Redbird Life and you’ve accepted your role for the organization.**

Hello Redbirds! We are excited to start the semester and cannot wait to see all the amazing things you will do! The Student Activities office is excited to work with you this year and continue to support our amazing student organizations.

-Student Activities, a unit of the Dean of Students Office
Policies and Procedures
The University will continue to follow the most up-to-date health and safety guidance and will make adjustments accordingly when necessary.

For Fall 2021, RSOs will be able to:

- Resume meetings, programs, and events in-person. RSOs will also be able to reserve classroom space through appropriate scheduling channels.
- Recruit RSO members at Festival ISU in-person. The event is planned to occur over several days to create lower density events targeting different RSO clusters on each day.
- Register events with alcohol.
- Utilize non-prepackaged food. RSOs will still need to submit necessary paperwork for a temporary food permit.

For more information, visit the Fall 2021: Return to a More Traditional College Experience website.

RSO Travel
Travel by Sponsored Registered Student Organizations is considered University-sponsored travel. As a result, Sponsored RSOs must follow University guidance and any restrictions related to University-sponsored travel. For information on required University-sponsored travel practices, visit the University Sponsored Student Travel section on the Fall 2021: Return to a More Traditional College Experience website.
How to Use Redbird Life

Access your organization(s)
How to Use Redbird Life

All officers should be able to manage your organization’s page.
This is where you can navigate to different parts of your Redbird Life page.
How to Use Redbird Life

**Things to Remember:**

- Make sure your officers accept their invitation to your RSO.
- Have them check their spam email.
- Advisors must accept membership before accepting their advisor role.
- Make sure you are checking your “prospective” members to accept them.
How to Use Redbird Life

TERMS & CONDITIONS

• All members in RSO leadership positions need to accept the terms and conditions for their role in Redbird Life.

• “By accepting these terms, you agree to be in good disciplinary standing in order to hold an RSO leadership position. When representing an RSO, you will abide by the Code of Student Conduct, Illinois State University policies, and city, state, and national laws. Failure to uphold these terms may lead to the revocation of RSO status and additional disciplinary action.”

• If a student who holds an RSO leadership position is not in good disciplinary standing, they are expected to step down from the position until they are back in good standing.
Under roster, you can manage the type of positions your RSO has!

How to Use Redbird Life
How to Use Redbird Life

Create Message Relay

Use the filters to generate a temporary relay email address. Then send your message to the email address and the system will distribute the message to all users who fit the filter criteria. You can use any email creation tool at your disposal to generate rich-text emails. The temporary relay will be available for 24 hours.

1) Select Recipients

Send to members holding these Positions

and/or these specific Members

2) Enter Title

Subject

3) Generate Relay Address

Total recipients: 7

In the roster section, you can send messages to members of your choosing by selecting the “Messaging” button.
You can manage the events you have created on 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

Here you can manage your event and track attendance.
How to Use Redbird Life

Through Redbird Life

To see how the app works, check out the How-To Instructions section in the Student Organizations Resources page: https://deanofstudents.illinoisstate.edu/involvement/organizations/resources/
Things to Remember:

• You MUST always keep your constitution on your page.

• You can add/delete documents for your organization.

• If you requested funding through the Fee Board, your RSO’s allocation letter will be in this section.
Event Planning
General Policies:
• Must be registered
• Must be in good standing – financial and conduct

How can I reserve space?
How can I reserve space?

**Bone Student Center**

- Required to fill out booking privileges online form
- Free and reduced rates available for RSOs
- Student Activities staff does not approve events and activities of RSOs but will provide guidance and resources. All RSO events and activities are expected to abide by the guidelines set forth by the campus facility shared during the reservation process.
- Reserve space in Bone Student Center by filling out the request form: https://forms.illinoisstate.edu/forms/room_request
- Read about there requirements on Bone Student Center website: https://bonestudentcenter.illinoisstate.edu/scheduling/
How can I reserve space?

**Quad/Schroeder Plaza/Milner Plaza**

- Conference Facilities website: [https://conferences.illinoisstate.edu/scheduling/](https://conferences.illinoisstate.edu/scheduling/)
- Use of Milner Plaza must also be approved by the library.
- Amplification must be approved by Student Activities and follow University policy:
  - Amplification includes bullhorns, sound systems and anything else that projects sound.
  - No amplification weekdays from 8am-5pm.
  - No amplification after midnight.
Can I have food at my events?

**Bone Student Center**
Must use campus catering through Event Management, Dining & Hospitality

**Elsewhere**
Can use campus catering or external vendor

- [Temporary Food Permit](http://deanofstudents.illinoisstate.edu/involvement/organizations/forms/) from Environmental Health & Safety for external vendors
- No food trucks
Can I show a movie on campus?

- Must purchase a public performance license. Fees can range from $400-$1500.
- Documentaries and independent films may issue a waiver. You must get it in writing.
- More information can be found on the Student Involvement website: https://deanofstudents.illinoisstate.edu/involvement/organizations/forms/

- Milner Library has a subscription to the Kanopy Streaming Service, a multidisciplinary video streaming database including educational videos and feature films with a focus on race and gender studies, communication, education, sociology, psychology, health sciences, and the arts. The library has already purchased the streaming rights for this collection and RSOs would be able to use these for events without purchasing additional licenses.
- Kanopy Streaming Service: https://library.illinoisstate.edu/services/multimedia-center/
Illinois State University Trademark

All university names, abbreviations, nicknames, logos, symbols, mascot, motto, and distinctive campus physical features are considered trademark property. Any designs that include such university trademarks must be approved by University Marketing and Communications (UMC). In addition, all purchases of products bearing such affiliation must be ordered from licensed vendors. Only those materials and products with a generic name (i.e., "soccer club") may be produced without formal approval. Any other items must receive UMC approval prior to use and purchase. More information is available at UniversityMarketing.IllinoisState.edu/Identity/Licensing.
Is my event too risky?

**Seriousness of Risk**
- I  May result in death
- II  May cause severe injury, major damage, substantial financial losses, and/or negative publicity for ISU or your organization
- III  May cause minor injury, illness, property damage, financial loss and/or negative publicity for ISU or your organization
- IV  Minimal threats of safety, health and well-being of participants

<table>
<thead>
<tr>
<th>Seriousness</th>
<th>Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>A</td>
</tr>
<tr>
<td>II</td>
<td>5</td>
</tr>
<tr>
<td>III</td>
<td>5</td>
</tr>
<tr>
<td>IV</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>A</td>
</tr>
<tr>
<td>II</td>
<td>5</td>
</tr>
<tr>
<td>III</td>
<td>5</td>
</tr>
<tr>
<td>IV</td>
<td>4</td>
</tr>
</tbody>
</table>

5 – event should not occur, too risky
4 – event is high risk – need to manage activities more thoroughly, purchase insurance
3 – event risks manageable, take extra caution, purchase insurance
2 – the risks are well managed
1 – the risks are minimal

**Probability that Something Will Go Wrong**
- A  Likely to occur immediately or in a short period of time, expected to happen frequently
- B  Probably will occur in time
- C  May occur in time
- D  Unlikely to occur
Is my event too risky?

Tips:

• Determine potential outcomes ahead of time and think entire event through from beginning to end

• Keep in mind all the different types of potential damage: physical, reputation, emotional, fiscal, facilities

Some venues on campus may require you to purchase special event insurance:

• Special event insurance options are available at https://deanofstudents.illinoisstate.edu/involvement/organizations/event_planning/ under “Risk Management"
Protection of Minors Policy

• The policy went into effect on January 1, 2018.
• Contact the Minors Compliance Office
• Sponsored RSOs
  • The Policy applies to all Illinois State University employees, public volunteers, and/or organizations who wish to participate in programs serving minors. All University sponsored programs/activities involving direct contact with minors must register with the Minors Activity Compliance Committee (MACC) no less than 60 days prior to the start of the program. For more information for Sponsored RSOs, visit the Environmental Health and Safety website: https://ehs.illinoisstate.edu/minors/registration.
Can My RSO Have an Event with Alcohol?

If your RSO would like to host an event with alcohol, you must:

1. Read the procedures document on the website.
2. Email Kate Piper to set an appointment to discuss the event.
   - The meeting must happen at least 4 weeks prior to the event.
   - At a minimum, the meeting must include the RSO’s president, as well as any social chair and risk management officers, or positions with social activity and risk management functions embedded in the position.
   - The meeting only needs to happen once/semester prior to the first event with alcohol request.
3. Complete the electronic Event with Alcohol Registration Form, including all required documentation, at least 5 calendar days prior to the event. Must be done for each event.
4. Receive written permission from the Dean of Students Office.

http://deanofstudents.illinoisstate.edu/involvement/organizations/forms
What Should I Do After an Event is Done?

**Payment**
- Make sure all vendors have been paid
- Submit reimbursement paperwork, if necessary

**Evaluate**
- Note attendance, weather, competing events – REMEMBER THAT REDBIRD LIFE CAN TRACK ATTENDANCE.
- Ask participants
- Observe reactions
- Take lots of detailed notes

**Thank You**
- Vendors
- Sponsors
- Volunteers/members
- Anyone who helped make it a success or went out of their way to help
Code of Conduct
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 http://deanofstudents.illinoisstate.edu/conflict/conduct/code/
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.
Hazing

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, or 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.
Hazing

Illinois State Law on Hazing:
Statute 12C-50

1) 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 To Do in the Case of Hazing or Potential Hazing:

1) If you are unsure if what your organization is doing is hazing, ask the Student Activities Office to review the situation. Consider what value is added to your organization/event through the activity?

2) If you believe there is hazing happening in your group, report it to Student Conduct and Community Responsibilities at: https://ilstu-advocate.symphlicity.com/public_report/index.php/pid673310

3) Resources:
   1) Bystander Empowerment Training through Health Promotion and Wellness: https://wellness.illinoisstate.edu/students/workshop/
   2) Hazing Module: Contact Student Activities Office for an access code
Recognition
RSO of the Month

Apply by submitting an RSO of the month form: https://forms.illinoisstate.edu/forms/rso_of_the_month

RSO Winner will Receive:
• $50 for RSO
• Recognition in the RSO Newsletter
• Recognition at the end of year Student Involvement Celebration
Applications open in February with the celebration event in April.

Individual Awards:
- Monetary scholarship for student
- Recognition at the event

RSO Awards:
- Monetary award for RSO
- Recognition at the event

You can find more information about this on the Dean of Students Office website: https://deanofstudents.illinoisstate.edu/involve ment/organizations/awards/
Questions?

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-8pm

Illinois State University StudentActivities
Twitter: @SAI_ISU
Instagram: SAI_ISU