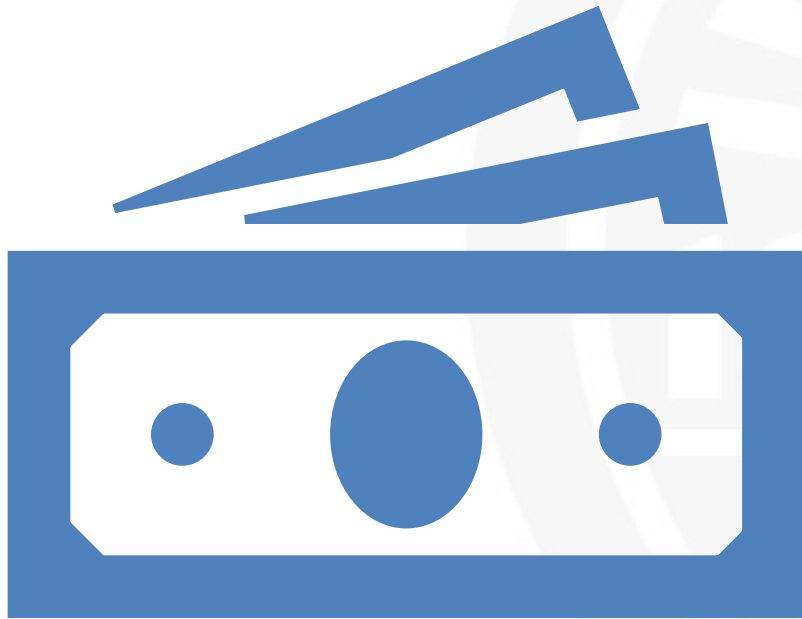




Student Affairs Sponsored
RSO Funding Orientation
2021-2022



Student Activities Office

Student Activities 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-8pm



Illinois State University StudentActivities



Twitter: @ SAI_ISU



Instagram: SAI_ISU

Registered Student Organization Staff

Amy Miller, Coordinator
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Mimi Peña, Graduate Assistant
vpsanpena1@IllinoisState.edu



Monthly RSO Newsletter

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.

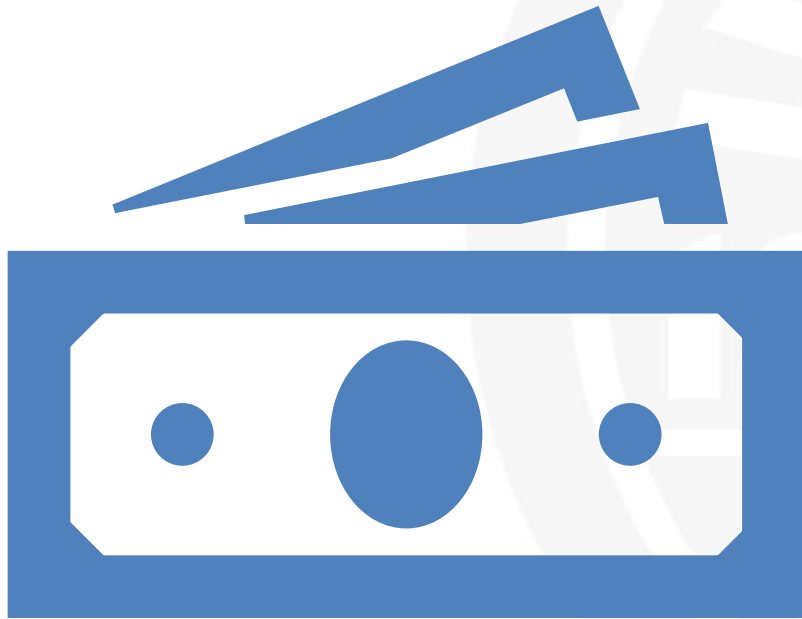
September Issue 2020

RSO Newsletter



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



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and teach

Awards and Grants

Awards and Grants

Where can I find this information?

[Awards and Grants](#)

<http://deanofstudents.illinoisstate.edu/involvement/organizations/funding/>

Civic Engagement Awards

- The Registered Student Organization Civic Engagement Grant Program, in partnership with the Dean of Students Office, is intended to support Registered Student Organization programs that encourage civic engagement on Illinois State University's campus and within the Bloomington/Normal community. [RSO Civic Engagement Grant applications](#) will be accepted on a continual basis.

MECCPAC

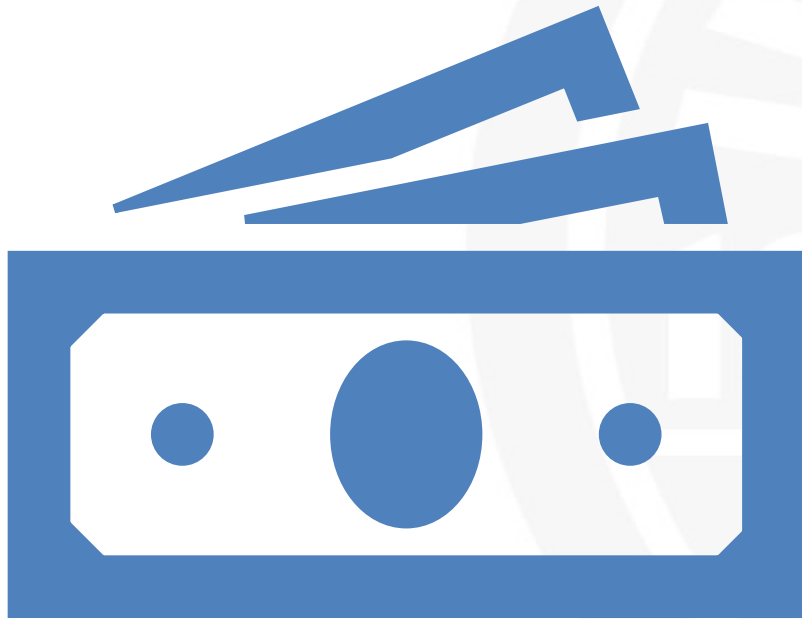
- Multi-Ethnic Cultural and Co-Curricular Programming Advisory Committee (MECCPAC) is a diversity initiative offered through the Dean of Students Office. The committee reviews applications to provide matching co-sponsorship funds up to \$2000 for cultural, educational, and multi-ethnic programs that help build awareness and appreciation within the Illinois State community.

GEER Grant Funding for 2020–2021

- Illinois State University has received a grant from the State of Illinois through the Governor's Emergency Education Relief (GEER) to provide emergency assistance as a result of COVID-19. A portion of this grant is dedicated to support identity-based RSOs in addressing some of the financial barriers that resulted from the COVID-19 pandemic. RSOs can request funds multiple times, but the maximum amount one RSO can receive is \$1,000. Funds must be utilized before August 31, 2022. To request funds, please complete a [GEER Budget Request spreadsheet](#) and attach it to the [RSO GEER Request Form](#). Your request will be reviewed by the Dean of Students Office and the Office of the Provost for approval.

Student Sustainability Committee

- The Student Sustainability Committee funds creative student, faculty, or staff projects that contribute to Illinois State's commitment to creating a more sustainable campus and community. Visit the [Office of Sustainability's website](#) for more information.

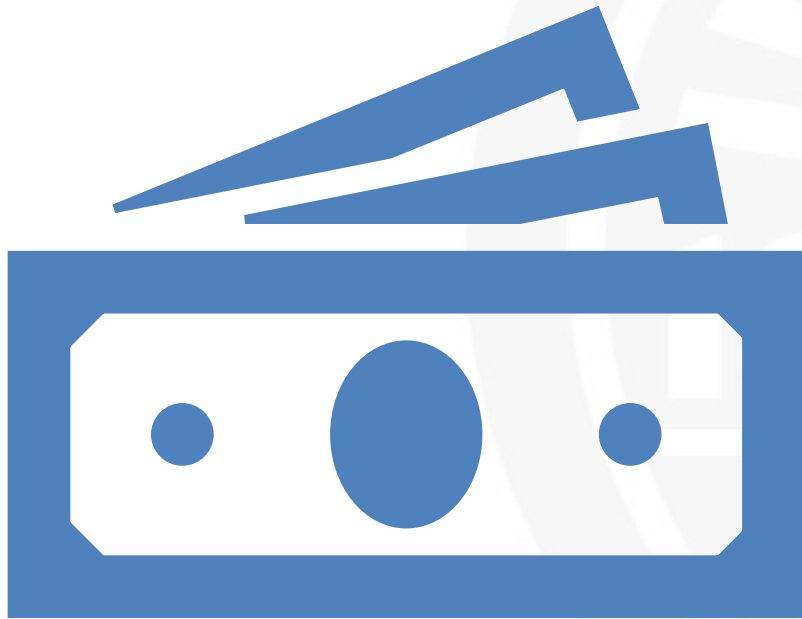


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Fundraising

Fundraising

- Reserve campus space if wanting to do a fundraiser at ISU.
- Partnering with a company, ie: Meatheads
 - Will require a W9 form. You will need to use the RSO's FEIN number/information.
 - Some companies may require a 501c3 non-profit letter. You cannot use Illinois State University's letter if depositing funds into an account under your RSO's FEIN number.
- Raffles require a permit from McLean County.



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Budget and Banking

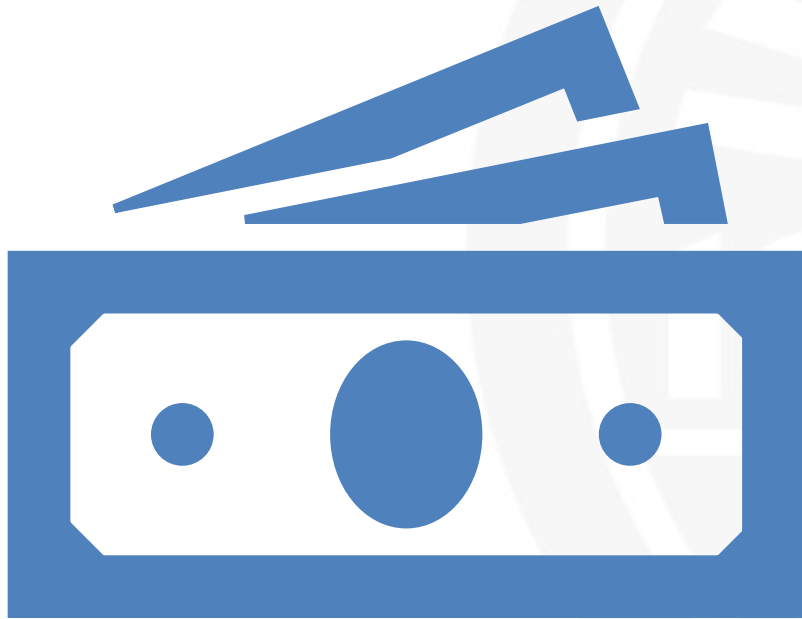
Budget Tracking

- Utilize Excel or other budget software to track budget.
- Keep all original receipts/invoices to pass on to next RSO Treasurer.
- Develop an annual budget that includes operating expenses, events, travel.
- Operating expenses should include meetings, retreats, member recruitment, member recognition, etc.

RSO Bank Account

If needing to set up a bank account...

- [Setting Up a Bank Account Instructions](https://deanofstudents.illinoisstate.edu/involvement/organizations/funding/RSO%20Bank%20Account%20Info_2019.pdf)
https://deanofstudents.illinoisstate.edu/involvement/organizations/funding/RSO%20Bank%20Account%20Info_2019.pdf
 - RSO must set up bank account under their own FEIN (it's like a social security number for an organization).
 - Cannot use Illinois State University/ISU in the FEIN name. Can use other associated words like “Redbird” or “Normal, Illinois”.
- When determining what bank to use, considering walking distance for those students who don't have a car. ie: Heartland Bank in Uptown Normal
- Debit card for RSO bank account not recommended. It is easy to overspend or members accidentally use it for personal purchases.
- Using Venmo or Cash App not recommended. If using it, only use for small amounts and double check information before sending money.



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Questions?

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