

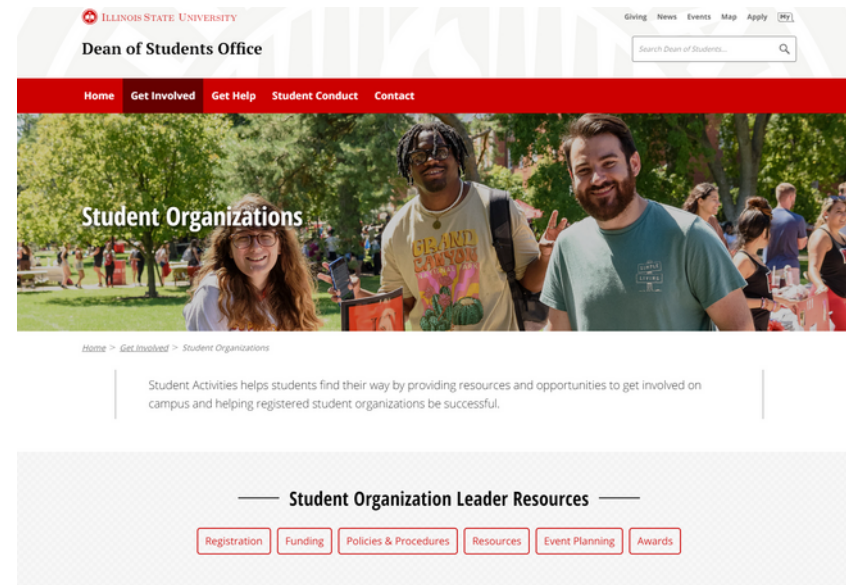
2023-24	REGISTER	RECRUIT	PLAN	COORDINATE	TRANSITION
Important Dates	July 1 – Sept 30, 2023	Festival ISU: Aug 29 – Aug 30, 2023 Winter Fest: Jan 23 & Jan 24, 2023	<u>Funding Application Deadlines</u> This Academic Year: Now until funds run out OR Feb 9, 2024 Next Academic Year: February 9, 2024	<u>BSC Open Booking Starts</u> Fall 2023: August 1, 2023 Spring 2024: December 4, 2023	RSO & Student Leader Award Applications Open: February 5, 2024
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, 2023 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"> <u>Re-registration instructions</u> <u>Redbird Life Portal</u> 	<ul style="list-style-type: none"> Tri-fold pickup in Student Involvement Center, BSC 225 <u>RSO Marketing Opportunities</u> <u>Free RSO Resources</u> 	<ul style="list-style-type: none"> <u>Event Planning & Management</u> <u>Policies, Procedures & Forms</u> <u>Funding Application Information</u> 	<ul style="list-style-type: none"> <u>Booking On-Campus Space</u> <u>Fee Board Funding Purchasing Guidelines</u> <u>RSO Transportation Services</u> <u>RSO Policies</u> 	<ul style="list-style-type: none"> <u>Redbird Life How-To's</u> <u>RSO & Student Leader Awards</u>

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



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RSO Monthly Newsletter

- Upcoming deadlines
- New opportunities
- Policy changes
- And more!

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/>

Redbird Life Webpage

<http://RedbirdLife.IllinoisState.edu>

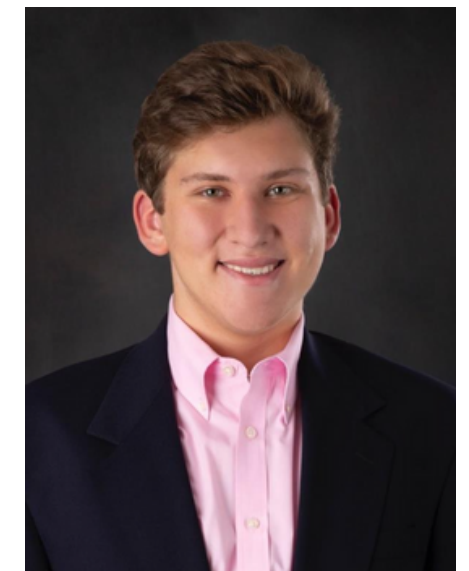
Student Involvement Center, BSC 227

- Mail pickup
- Meeting space
- Computer/printing access
- Free RSO resources

RSO Staff - Here to help!



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