

Registered Student Organization Quick Start Guide

Registered Student Organization and Advisor Resources

Online:

<http://www.mckendree.edu/StudentLife/rsoreources.aspx>

eSource Weekly Event Guide

ACPA Advisor's Handbook:

- <http://www.myacpa.org/comm/student/documents/acpaadvisormanual.pdf>

Printed Books and

Brochures for Check

Out in the CAB Office:

Student Leader Training Kits

Advisor's Journals

The Ultimate Icebreaker and Teambuilder Guide

McKendree RSO Handbook (each RSO should have their own)

Important Dates:

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| August 15 | Deadline for RSOs to sign up for the Involvement Fair |
| August 21 | NSO Move-In Day (<i>RSOs are highly encouraged to assist. This is an excellent opportunity to get your groups name out there before the Involvement Fair</i>) |
| August 25 | Involvement Fair in the Quad Bearcat Week Begins |
| August 28 | Rain Date for Involvement Fair |
| September 12-13 | Fall Family Weekend |
| September 24 | Homecoming Nominations Due |
| September 25 | RSO President's Meeting (9:15pm in Piper Lounge) – If you cannot be there, please send an officer in your place. |
| October 1 | Deadline to Renew RSO Membership Information |
| October 5 | Homecoming Games and Homecoming Week Begins |
| October 11 | Homecoming Parade and Dance |
| October 22 | RSO President's Meeting (TBA in Piper Lounge) – If you cannot be there, please send an officer in your place. |
| October 27-31 | Organization Orientation |
| November 22 | RSO President's Meeting (TBA in Piper Lounge) – If you cannot be there, please send an officer in your place. |
| January 19 | (Tentative) Spring Involvement Fair (RSOs Only) |
| January 26-29 | (Tentative) Organization Orientation |
| February 13 | Deadline to Update RSO Membership Information |
| April 18 or 25 | Spring Fling |

General RSO Information

1. Registered Student Organizations must be registered with the Office of Student Affairs to be recognized by the University, apply for funding from the SGA, appear in University publications, and to reserve space in a campus facility.
2. All McKendree RSOs should have an account established in the Business Office where you can put money from fundraisers, etc. If you do not have an account established, please get one ASAP.
 - a. There are certain forms that must be used when conducting transactions. A number of these forms are located online at the RSO Resources page. Transaction forms (check requests, etc. require the signature of your advisor).

3. Events sponsored by your RSO must be registered with the University. Events can be registered through the Operations office with the Event Registration Form. Advertise your events online with the Campus Events Calendar (<http://www.mckendree.edu/calendar.aspx>).
4. All current and updated RSOs are able to create and maintain a web site for their organization within the McKendree University web site.
 - a. As a McKendree RSO, your web pages must be maintained within our framework. The University will not link to organization host sites outside the McKendree framework.
5. Advisors and Executive Board members should begin to communicate **BEFORE** the semester begins.
 - a. Review action plans for the semester/year
 - b. Become familiar with each other – reaffirm ties to the organization if needed
 - c. Begin search for additional or new advisors if needed
6. Use the Involvement Fair to build your membership. Know when RSO Renewal forms are due.
 - a. Send your new leaders to Organization Orientation.
 - b. We are also looking into some general Advisor sessions
7. Begin to identify a Homecoming Court Nominee within your group.
8. Keep a photo history of your events! If you have electronic copies, send photos to the Yearbook and the Alumni Office. Your RSO history is also McKendree history.

Available Services for RSOs

1. A Registered Student Organization in good standing has a number of benefits and privileges. Many of these can be found in the RSO Handbook.

Items for Usage

1. The Office of Campus Activities has purchased a number of items to assist our general students and members of RSOs. Some of these services may be available free or at nominal charge to RSOs in good standing who also have an account established with the business office:
 - a. Fax Send/Receive
 - b. Cash Box for events
 - c. Poster/Banner Making Supplies
 - d. Sno Cone Machine
 - e. Popcorn Machine
 - f. Charcoal Grill
 - g. Helium Balloons
 - h. Coffee Urns
 - i. Meeting Room Space
2. Policies and Forms for use can be found online at: <http://www.mckendree.edu/StudentLife/lair.aspx>.

RSO CHECKLISTS

The following planning guide has been developed to assist your organization in establishing goals for the year. It includes both tasks and things to keep in mind. NOTE: This is not intended to be an inclusive calendar of events. Contact the Office of Campus Activities for specific dates of events.

AUGUST

- Update Organization Membership Profile**
 1. Due October 1 for the Fall Semester and February 13 for Spring Semester
 2. Must have the names and Student ID numbers of all participants
(Members who join after the update deadline can be added throughout the semester)
- Help With NSO Move-In (send names to croberts@mckendree.edu)**
- Register for Involvement Fair**
- Submit your organization's meeting and event times to the Campus Events Calendar and for publication in the eSource**

September

Tasks:

- Set goals for semester/year
- Attend RSO President's Meeting
- Plan events for upcoming year
- Update Website
- Develop fundraisers
- Update RSO paperwork – renewal due Oct. 1 (new officer and member lists, budget, national affiliation)
- Hold a meeting between officers and advisor
- Register for Organization Orientation
- Complete Event Registration Forms for meetings and events
- Clarify expectations of advisor
- Invite advisor to attend meetings
- Review bylaws and make needed changes
- Discuss how to work with other campus services
- Nominate and register Homecoming court candidates

THINGS TO KEEP IN MIND:

- Need to recruit new members (emphasize freshmen)
- Need to orient new members
- Officers are learning new roles
- Need team development activities to acquaint members
- Plan a retreat
- Start developing a relationship with your advisor
- Need to educate members and clarify the organization's purpose
- Participate in university events such as Involvement Fair and Fall Family Weekend

October

Tasks:

- Start following through on plans
- Decide which fall university events to participate in
- Attend RSO Meeting
- Continue to recruit members
- Delegate responsibilities
- Continue to communicate with advisor
- Develop a budget
- Attend a campus event together
- Discuss leadership issues within your group

THINGS TO KEEP IN MIND:

- Keep members involved
- Possible conflict between members
- Need conflict resolution strategies
- Members may be stressed about midterms
- Some members may drop out because of limited time between school and work
- Participate in university events such as Homecoming

November

Tasks:

- Plan holiday party or end of semester event
- Further contact with advisor
- Attend RSO Meeting
- Elect new officers if necessary
- Begin planning for second semester
- Evaluate accomplishments and goals
- Work to become involved on planning committees for spring events

THINGS TO KEEP IN MIND:

- Stressful time of year, members will be busy
- Members are ready for Thanksgiving break
- Colder weather may affect attitudes
- Graduating members means some transition issues
- Continue relationship with advisor
- May need to rejuvenate members

December

Tasks:

- Continue planning for spring semester
- Make plans to keep members involved the next semester
- Establish meeting time for second semester
- Review semester accomplishments/goals
- Evaluate successes/failures

THINGS TO KEEP IN MIND:

- Finals
- Difficult to get much involvement and commitment from members
- End-of-semester socials can pull the group together before break

January/February

Tasks:

- Attend RSO Meeting and Orientation
- Recruit new members
- Plan events for spring
- Set new goals for semester
- Re-establish contact with members
- Meet with advisor
- Organize budget or plan fund-raisers
- Hold elections if necessary
- Plan a second semester retreat

THINGS TO KEEP IN MIND:

- May lose members to academic commitments
- Welcome and orient new members
- Need to motivate members
- Recruit transfer students and second semester freshmen
- Participate in university events, such as Black History Month, etc

March

Tasks:

- Start recruiting for new officers
- Attend RSO Meeting
- Develop plans for new publications
- Plan a group outing or activity for Spring Break
- Plan and participate in multicultural programs
- Transition leadership to younger members

THINGS TO KEEP IN MIND:

- Midterms
- Seniors may be preoccupied with graduation, the end of the school year, finding a job, etc.
- Short month due to spring break
- Participate in university events, such as Women's History Month

April

Tasks:

- Hold elections for next year
- Attend RSO Meeting
- Transition paperwork, checkbook, etc.
- Write an end of the year report
- Organize files and prepare for transition
- Establish summer contacts and address list – send copy to Campus Activities
- Delegate responsibility for unfinished business
- Meet with new officers for transition meeting
- Train officers for next year
- Assign summer responsibilities if necessary

THINGS TO KEEP IN MIND:

- Academic pressure is mounting
- Plan end of the year banquets
- Closure with advisor
- Recognize the advisor's work
- Recognize graduating members
- Plan good-bye activity for the group
- Participate in university events, such as Spring Fling, Honors Day