SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
RSO CERTIFICATION TEST
Who’s Who?

• Who is a Financial Officer?
  • A certified RSO member through the Student Involvement & Leadership Development Office that is responsible for handling all financial matters related to the RSO in which he/she represents.

• Who is a Scheduling Officer?
  • A certified RSO member through the Student Involvement & Leadership Development Office that is responsible for reserving space, scheduling events, and arranging solicitation requests on campus for the RSO in which he/she represents.
Registered Student Organization rules and regulations can be accessed on the Student Involvement & Leadership Development website (http://getinvolved.siuc.edu) or through OrgSync (Saluki All Access Portal or your Organizations home portal).

Please utilize this guide for answers to important RSO questions and FAQs, such as how to reserve rooms in the Student Center, poster distribution, etc...
Annual Registration Process

Annual RSO registration Requirements:
• Update list of RSO officers, and their information (Dawg Tag number and contact information)
• Submission of a statement of purpose or updated constitution
• Renewal of Officer Certification, or the certification of new officers
• Approval of the listed RSO advisor

Registration Periods:
FALL REGISTRATION
  Leadership changes between the last week of March and the fourth week after the beginning of the next fall semester

SPRING REGISTRATION
  Leadership changes the last week in November through the last week in February

Additional Important Information
• RSO must comply with all University policies, procedures, rules, and guidelines
• RSO members must be officially enrolled with the University
• Officers/ Chairpersons must also be in “Good Standing” with the University
Dawg House

- The “Dawg House” list is updated regularly and RSO status is provided to all appropriate campus offices.

- Failure to comply with University policies and/or Student Involvement and Leadership guidelines may place your RSO in the “Dawg House”

- An RSO could have its privileges suspended due to actions/behaviors of members including, but not limited to:
  - Fiscal delinquency and/or abuse of University privileges and/or services
  - Violation of University Policies and Procedures
  - Failure to annually register the student organization with Student Involvement & Leadership Development.

- To remove your RSO from the “Dawg House”, simply correct the problem/issue with Student Involvement and Leadership Development and your group will be placed back in good standing
Promotional Material Distribution

- Posters/flyers can be a terrific tool for advertising your Registered Student Organization’s activities and campus events. However, it is expected that good taste, judgment, and courtesy be used in the displaying of any poster/flyer. As a general rule:

  - All posters, signs, or other articles should be placed only on appropriate bulletin boards or areas designated for this purpose. When in doubt, ask permission. Some areas, including, but not limited to, the Student Center and University Housing residence halls, have very specific regulations governing the display of posters/flyers, and thus, require additional approvals to post in these areas.

  - Posters/flyers should identify the name of the sponsoring student organization.

  - Posters and on-campus marketing do not need to be approved by University Communications before it is printed.
Promotional Material Distribution

- Posters/flyers should be hung and removed in a timely manner

- No posters, flyers, signs, or other materials should be posted, nailed, taped, stapled, etc., to any part of the interior or exterior (including windows and doors) of University buildings or on light posts, sidewalks, telephone poles, trees, trash receptacles, overpasses/bridges, or automobile windshields. Help keep our campus beautiful. YOUR RSO MAY BE RESPONSIBLE FOR CHARGES INCURRED FOR CLEAN-UP BY PHYSICAL PLANT

- Sidewalk Chalking is allowed on campus and it is encouraged that it be confined to open areas where rain and weather can wash old postings away. No chalking is allowed on the covered sidewalks in front of the Student Center and on walls or buildings. As with flyers, it is expected that good taste, judgment, and courtesy be used.

- Event Information can also be included on the OrgSync Community Calendar for greater exposure. Community Calendar events require approval from a Student Life OrgSync Administrator before they will show up on the Community Calendar.
Role of the Advisor

The role of the advisor will vary based on the needs of the individual organizations. Advisors should have a committed level of interest in the mission and purpose of the organization.

RSO Advisors are responsible for:
- Program Content
- Group Growth
- Group Maintenance
- To serve as the RSO Financial Advisor
- Ensuring compliance with University policies, procedures, rules, and guidelines
- Account for equipment purchased by the RSO
- Handle any RSO regulation/procedural problems with the University

*Complete RSO Registration Protocol can be found online via the Student Involvement and Leadership Development website*
Solicitation Process

- In accordance with policies established by the Southern Illinois University Board of Trustees and Southern Illinois University Carbondale in order to conduct fund raising, canvassing, soliciting, vending and allied advertising activities on campus, a group must comply with the following:

  - Obtain a permit from Student Involvement & Leadership Development
  - Realize that this permit in no way implies an endorsement by the University of the product, service, agent, or agency.
  - Permits are available to groups in good standing and must be requested by the certified scheduling officer.
  - Reservation requests must be made in person, at least 2 days in advance preferred
  - All permits will expire at the end of the time and date located on the permit.
  - The solicitation permit MUST be placed in full view on the solicitation table.
Solicitation Process

• If you need to cancel a previously scheduled Solicitation Permit location, please do so at least 24 hours in advance of the event so that another group may have the opportunity to utilize this space.

• An organization that does not advise Student Life of their cancellation, or fails to pick up the solicitation permit, is considered a “no show”. Three “no shows” in a semester revokes the group’s solicitation privilege for 16 academic weeks........You’re in the Dawg House

• ONLY certified officers within an organization may obtain solicitation permits
Solicitation Process

- Raffles and lotteries are ILLEGAL in the State of Illinois. When having a group activity, the activity must be a game of skill NOT a game of chance.

- If two or more organizations request the same location at the same time, a “first come, first served” policy will be enforced.

- No vehicles, booths, tables, stands, or displays may be set up inside or outside the following areas—Arena, McAndrew Stadium, Recreation Center, Residence halls, Shryock, and the Student Center—without prior approval obtained for the event and use of the area by the appropriate office.

- No product may be sold at or near the Arena, football stadium, or the Student Center that would compete with concession contracts.

- No solicitation will be permitted in front of entrance and exit doors or near escalators, stairs, and elevators, or any public access doors.

- Solicitation on campus is limited to daylight hours.

- An applicant wishing a solicitation permit for an officially scheduled University event must obtain additional approval from the office responsible for the event.

- Any person or organization using amplified sound, a guest speaker in its solicitation, or an activity that may generate a crowd must be confined to the Free Forum areas.

- A member of the organization is required to be on site at all times, including when working with an outside vendor (e.g., cell phone company). REMINDER: No credit card solicitations are permissible.
Food Policy

• **Food Sales will be limited to baked goods**, except: Commercially prepackaged, precooked hot dogs may be sold.

• **Baked items should be wrapped or packaged individually** in a sealed plastic or paper cover to protect them from dust, handling, and insects. The sale of cream-filled pies or cakes is prohibited.

• The sale and/or serving of beverages in cups or glasses is prohibited, *except* coffee and instant hot chocolate may be dispensed in heat resistant, disposable cups. Other beverages must be sold in individual, factory sealed containers (cans, bottles, etc.) only.

• See Food Policy Guidelines in the RSO Handbook for more in depth description

• **Note:** RSOs are required to secure a solicitation permit for food sales. Permits must be displayed on site. Regular solicitation procedures should also be followed.
General Travel Information

- RSOs are allowed to make travel arrangements with the assistance of the Student Life Account staff. Travel costs typically will come from a RSOs un-restricted funds, so groups will need to make sure they are able to fully cover the costs of travel before any arrangements are made.

- Conference registration, hotel reservations and flight bookings should be initiated by the student groups. The Student Life Account Staff will assist in the confirmation, and payment of these items. Groups are welcome to make arrangements at one of the computer stations in the Student Life and Intercultural Relations Office

- All travel request forms must be made at least 5 business days in advance, and must include a copy of a trip itinerary.

- Include name, address of the event, date and time of trip, arrival destination, list of daily events, and date of return

- If an Advisor will not be traveling with the group, a letter of exception must be included with the travel request

- Cancellations to any trip arrangement must be made at least 24 hours prior. If cancellations are made later than that the RSO can be charged additional fees
Vehicle Rentals

- Arrangements for vehicle rentals must be made through the Student Life account staff.

- Rental cars (unless extenuating circumstances exist) come from Enterprise Rent-A-Car, but arrangements are made through Travel Services. Rarely will the rented car come directly from Travel Services
  - *Enterprise*- charged a daily rate
  - *Travel Services*- charged per mile

- All drivers MUST be 21 and on University payroll (e.g. student workers, graduate assistants, faculty, staff, etc.) If your drivers do not meet these qualifications, you CANNOT rent a vehicle.

- University credit cards accompany university owned vehicles and should be used ONLY for:
  - Distant trips
  - Fuel and oil
  - Pre-approved repairs
  - On-campus accounts will be billed for fuel/oil costs (they are not included in the rental cost)
Travel Warnings

• Failure to comply with University vehicle/ trip guidelines applicable to RSOs may result in disciplinary action against the organization and/or individual drivers and passengers.

• Immediately report all accidents to Travel Services. Your group will be liable for a maximum of $500 per accident.

• Tickets incurred for violations are the personal responsibility of the driver.

• Reimbursements for out of pocket expenses for vehicle rentals within 100-mile radius of Carbondale WILL NOT be approved.
Student Center Online Scheduling Instructions

- Student Center Online Scheduling is now available for Registered Student Organizations to be able to request space online. Online scheduling requests are REQUESTS ONLY. However, a request via the online scheduling site blocks off the space for you until you receive a confirmation email from the scheduling office.

- Via the online scheduling website, RSOs will be able to:
  - View space and solicitation availability.
  - View a current schedule of all events in the Student Center.
  - Request River Rooms, Activity Rooms and other miscellaneous meeting spaces in the building.
  - Request Solicitation Space, Donation Box Space and Table Tent Space.
  - Request scheduling and audiovisual equipment.
  - MAJOR EVENT SPACE FOR THE STUDENT CENTER (BALLROOMS, AUDITORIUM, RENAISSANCE ROOM AND LOUNGES) MUST BE RESERVED in the Student Center Scheduling Office, by calling 536-6633 or emailing studentcenterscheduling@siu.edu

- This online scheduling site can be accessed three ways:
  - Scheduling kiosk outside of the Student Center Scheduling Office
  - Via the Student Center Scheduling Website (there will be a link to online scheduling) http://studentcenter.siu.edu/scheduling/
  - Via the Online Scheduling Website: www.onlinefacilitiescheduling.siu.edu

General scheduling information and instructions are available via the main page of the Scheduling Request Site
Student Center Online Scheduling Instructions

• GETTING STARTED
(Please do this right now!):
  • First, you will need to create a user account. Go to onlinefacilityscheduling.siu.edu.
  • Click on My Account, then scroll down to create an account.
  • Fill out all information on the page. Items with a red asterisk are required fields.
  • Click Save.
  • You will be contacted by the Student Center Scheduling Office within two business days for account approval.
• Reminders:
  • Make sure you are a scheduling officer for those organizations you request space for!
  • Housing and the Student Center both utilize the Online Scheduling system. If you request space for both locations, please forgo the preceding steps and contact studentcenterscheduling@siu.edu so we can appropriately set you up to have access to both systems.
Student Center Online Scheduling Instructions

- After you receive your user ID confirmation (in up to 2 days), here’s how to get started using the site:
  - Login in to the online scheduling site with your email as your user ID and the password you created.
  - To make a request, click on Reservations and drop down to choose RSO Request.
  - Once you submit a request, you will receive an from the Student Center Scheduling Office within 2 business days with your confirmation (it will usually be much sooner!)

For more instructions on how to utilize the Scheduling Request Site, please visit the Student Center Scheduling webpage and see the “User Scheduling Instructions” on the main page:
http://studentcenter.siu.edu/scheduling/
Funding:

• “Restricted” – student activity fee money allocated by USG and/or GPSC

• “Unrestricted” – money you raise on your own through approved fundraisers, membership dues, etc.

• Both types of funds are managed within your account in Student Life
General Funding

• You must receive prior approval for **ALL** expenditures.
  - Never, ever spend money without first receiving prior approval from the Student Life accounting staff and the appropriate fiscal delegate/advisor

• **Deposit ALL** money earned from fundraisers back into your RSO account.
  - It is University policy that **any and all** monies raised on the campus by student organizations **MUST** be deposited into the appropriate University account within 24 hours of the collection.

• **ALL** receipts from **approved** expenditures **MUST** be submitted to Student Life accounting within 48 hours of the purchase
  - receipts submitted for expenditures that did not receive prior approval **WILL NOT** be reimbursed.
  - Equipment purchased over $100 must be tagged and accounted for. Old and no longer used equipment must be surplused through Student Life.
General Funding Information

• RSOs that have SOAF accounts (student organization Activity Fee, ie: allocated by USG or GPSC) are expected to keep their funds in their University Accounts

• “Restricted” account (money allocated by USG or GPSC) expenditures/purchases will only be approved if the item/program was previously approved by USG/GPSC.
  • New programs/items must receive approval from the appropriate student government funding group prior to Student Life processing the paperwork. This is an attempt to assist the RSO with compliance of University and USG/GPSC funding guidelines.
Fund Raising

- All fund raising activities conducted on the SIUC campus by RSOs require PRIOR permission in the form of a campus solicitation permit.

- It is University Policy that any and all monies raised on the campus by student organizations MUST be deposited into the appropriate University account.

- All checks should be made payable to SIUC

- Before ordering any products for sale on campus:
  - Seek proper authorization to make purchase
  - Check the guidelines on solicitation for the specific area where your group intends to sell the items and request a solicitation permit from Student Life, Student Involvement & Leadership Development.
RSO Fiscal Procedures

If your RSO completes and submits the required funding request form and receives funding from Undergraduate Student Government (USG), there are a few things you should remember:

• Dollars from USG are classified as State Funds/"Restricted" and, therefore, may be spent only in accordance with the Illinois State Purchasing Act guidelines.
  • Funds are payable only for services rendered/goods received and only for the item(s) in which USG provided the funds for you.
  • Funds MAY NOT be used to purchase alcoholic beverages.
  • Funds may NOT be used for donations or gifts to charities or individuals, payments to/on behalf of University employees, food and beverages for meetings, prizes and awards, clothing, items that will be resold as a fundraiser, insurance, computers, office supplies, security for events, advertising not connected to a specific event, and telecommunications. The only exceptions to this rule will be Umbrella organizations whose programs are proven to benefit the entire SIUC community. If the nature of your Organization makes one of these items necessary to the RSO’s functioning, USG will take that under consideration.

• Unused funding from USG for your event will be swept back to USG to be reallocated to other groups. If you wish to use your unused funding for a future event for your group (must be the same semester or academic year), you must complete a USG Transfer Funding request and make this request to the USG Finance Committee. Sweeps typically occur in December and May of every academic year.
Fiscal Procedures

RSOs can access funds via the following methods:

- University P-Cards, managed by Student Life accountants.
  - *We do not give you the card nor provide you with card information*

- Reimbursements for expenses under $100 ONLY with prior approval from Student Life accountants.
  - *This usually takes 7-10 business days.*

- Expense Request forms may be picked up in the Student Involvement & Leadership Development office
  - *Once filled out, the Student Life accountants will work with you to complete the fiscal transaction.*
Contracts

• Contracts for speakers, entertainers, bands, and other services (hereafter referred to as vendor) must be processed at least two (2) weeks prior to the date of the performance (additional time is required if payment to vendor is over $5,000).

• No advance payments may be made for any service or performance. Your RSO must have the required funds to pay the vendor in your account at the time the contract is delivered to the Student Life accounting staff. The University cannot lend money to RSOs to cover contract expenses.

• If completed contracts are delivered to the accounting staff two weeks prior to the event, a check for the vendor may be available for you to present to the vendor on the date of the event (please notify the Student Life accountant if you wish to have the check available for the vendor).

• Contracts may not be approved by the University if the contract is presented for approval “after the fact”. Without approval of the contract PRIOR to the scheduled date of the performance of service, the University is not obligated to release the funds. Therefore, it is essential that all deadlines and procedures be followed in order to ensure proper payment to the vendor. Please see the Student Life accounting staff for all applicable forms.
Imprinted Material

- All imprinted designs (for t-shirts, banners, sweatshirts, pencils, mugs, plaques, etc.) **MUST BE APPROVED** by University Communications **BEFORE** the company can start your print job.

  - **WE WILL NOT** approve payment for orders in which we have not yet received approval. If you have an item printed and don’t get approval, you are taking a chance that we will not be able to pay for your order.

    - In order to receive approval, contact Jay Bruce at jbruce@siu.edu. *Please specify that the request is for an RSO*

- Once artwork is approved, send that approval documentation to Student Life accountants so they may proceed with the ordering and purchasing of items.

- Flyers and on-campus marketing do **NOT** need to be approved.
Equipment

- All equipment (individual items over $100) purchased with RSO funds is considered property of the University – NOT your specific RSO and, therefore, is on the University inventory and will be inventoried annually by Student Involvement & Leadership Development. All equipment purchased must be maintained properly by your RSO. Should you decide you no longer want or need the equipment, do NOT dispose of it. You must notify Student Involvement & Leadership Development to process the paperwork for surplus property.

- Your RSO advisor must sign off on all equipment purchases and will be the key contact during the annual inventory.
Printing/Duplicating

- Services provided by Printing/Duplicating Service are restricted purchases according to campus Purchasing guidelines.

- As a general rule, RSOs are expected to use Printing/Duplicating Service for any printing and duplicating jobs.

- Use of any off-campus printing/duplicating services requires advance approval of Printing/Duplicating Service. Student Involvement & Leadership Development cannot process payment for these services without prior Printing/Duplicating approval. Please see the Student Life accounting staff for applicable form.
Campus Mail

• If you wish to send flyers through Campus Mail to various mail stops on campus, you must complete a mail stop request form **BEFORE** you take the item to Campus Mail Service.

• A sample copy of the item to be delivered must be attached to the form. All mailings are restricted to University Business and must be arranged in numerical order by mailcode.

• You can also request that a flyer be sent to all mail stops on campus. There are currently 275 departmental mail stops on campus. You can also use Campus Mail to send items off campus. Your RSO must have sufficient funds in the account to cover applicable postage charges.
USG Funding Guidelines

- Funding Guidelines----Registered Student Organizations must submit General Funding applications to the USG Finance Committee at least twenty days (not including University recognized holidays) prior to the scheduled event in order to guarantee sufficient time for the Finance Committee and Senate to review General Funding Requests. General Funding Requests should be dropped off at the USG office on the 3rd floor of the Student Center.
USG Rules

USG will NOT fund:

• Any event that is **NOT** open and advertised to the SIU campus.

• Food for events **NOT** open to the entire campus. Examples include snacks for meetings, catered food for banquets, formals, any food or drinks that are limited only to the members of the RSO.

• USG will fund non-catered food for events that are open and advertised to the SIUC campus.

• Prizes, awards, trophies, plaques, raffles, scholarships, charitable contributions, fund-raisers, computers, printers, copy machines.

• Any RSO in debt or in Bad Standing with Student Life (University Policy).
USG Rules

USG will NOT fund… continued:

- Clothing, costumes, apparel, or uniforms unless they are integral to the functioning of the organization, such as dance, sport, or performance organizations. Examples include, but are not limited to the Black Fire Dancers, Women’s Rugby team, & Equestrian Team.

- Any RSO with an off-campus account, excluding incorporated organizations registered with Student Involvement & Leadership Development (University policy).

- Events or activities that solely benefit the RSO and not the student population.

- Activities or events that do not indicate the month or semester in which the event will take place.

- RSOs that charge a ticket price, unless all revenue generated is used to subsidize the event or future approved events. Any profit made will be kept in the RSOs restricted account to be used for future finance committee approved events.
GPSC Guidelines

- Contact GPSC directly for information on their funding process:

  [http://gpsc.rso.siuc.edu/](http://gpsc.rso.siuc.edu/)
  Phone: 536-7721
  Email: gpsc@siu.edu
Penalties:

- If these rules/regulations/guidelines are not followed, there could be consequences including, but not limited to:
  - Your RSO could end up in the Dawg House
  - You could be held personally responsible for payment to a vendor
  - Your RSO could lose some, or all, of its privileges
  - You, or your RSO, could be assessed a fine
  - You, or your RSO, could face judicial action

- We are here to help. Remember, If you don’t know, ASK!!!!