NEW RSO CHECK LIST FOR ORGSYNC:

All new RSOs at SIU need to submit a formal request to Student Involvement in order to be recognized as an RSO. These organizations will go before the SIU Undergraduate Student Government for final approval. More information on starting an RSO can be found here: http://getinvolved.siu.edu/start-an-rso.html. After your RSO obtains USG approval, follow this checklist to start your organization off on the right foot.

- Make sure all of your members are part of your organization on OrgSync. This will keep everyone up to date on your organization’s events, meetings, and other activities.
  - Invite all new and potential members to join from the “People” tab in OrgSync.
- Create user groups for organization membership through the People Tool
  - Can be used to manage your organization’s committees, executive board, or alumni
  - Each group can have its own set of permissions to access OrgSync’s tools
- Create a Welcome Message describing what your RSO does
- Add essential organization documents
- Add and edit event categories
- Add upcoming events and share them to the Student Involvement calendar
- Make sure Officers listed as the Primary Officer, Scheduling Officer(s), and Financial Officer(s) have completed the RSO Officer Certification Test
- Review essential documents such as the RSO Handbook, available on http://getinvolved.siu.edu/manage-rso/forms-and-resources%20.html
- Remember to renew your organization’s registration every year
  - Each officer listed must have a personal Orgsync profile
  - Information for each officer listed must include:
    - Name
    - Officer title
    - Contact information (phone or email)
    - Dawg Tag number
  - The Scheduling, Financial, and Primary Officers need to complete the RSO Officer Certification Test
- Make sure that your organization has at least two Admin users, preferably officers within the organization. A back-up admin means you can always fix any little mistakes in membership settings or account groups
- Introduce your new officers and members to the Help and Support resources on OrgSync. OrgSync provides some amazing support systems. Encourage your new officers to use them if they have questions. You can also direct questions to Student Involvement.
- Relax. You’ve earned it.