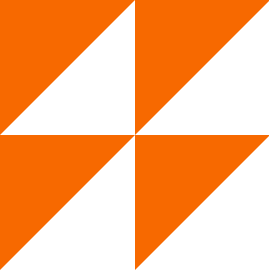# RSO Orientation: Re-Registration 2024

Who We Are

Kelly Mullin

Assoc. Director of Leadership & Organizations

Emily Nasal

Assist. Director of Leadership & Organizations
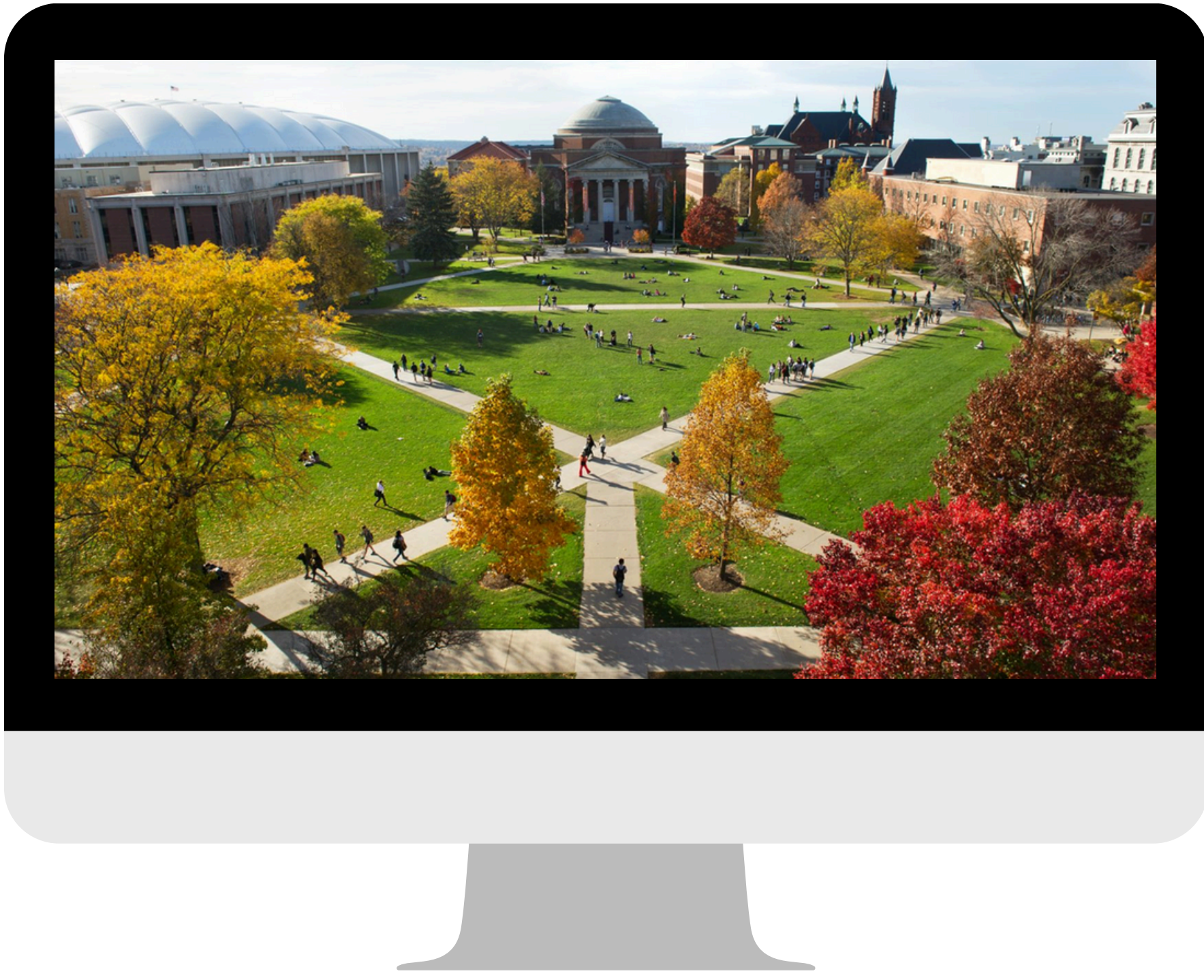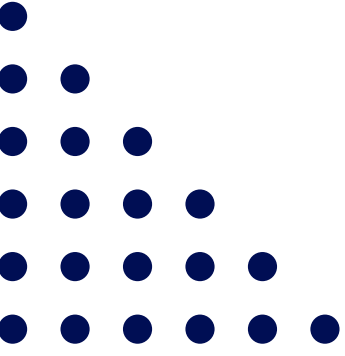
Rachel Allen

Leadership Coordinator

Why Do We Train?
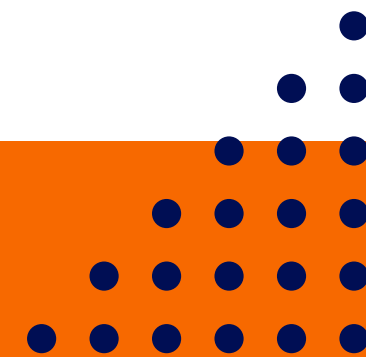
Distributes Information Quickly and Efficiently

Saves You Time!

Protects RSOs and the University

RSO Handbook Overview

Overview

- RSO Rights and Responsibilities
- Fall 2024 Registration
- Speaker/Artist Questionnaire
- Constitution Review
- Updated Policies
- Officer Positions and Roles

RSO Rights & Responsibilities

Rights

The rights/resources listed below are granted to active RSOs who retain their status year to year and remain in good standing with the Student Engagement office.

- All RSOs are assigned an RSO Consultant

- Access to 'Cuse Activities

- Eligibility to apply for Student Activity Fee funds

- Use of Syracuse University facilities, services, and resources

- Eligibility to fundraise on campus through approved programs and activities

- Eligibility to table at the yearly Involvement Fair

- Ste. 230 Locker Storage

RSO Rights & Responsibilities

Responsibilities

- Follow Syracuse University policies, including the Code of Student Conduct, RSO Handbook, and Student Engagement guidelines.

- Complete the annual re-registration process.

- Adhere to the updated constitution submitted during re-registration.

- Keep 'Cuse Activities updated with current membership, executive board, advisor contract, and constitution.

- Represent your organization and the RSO community.

- Use a University-sanctioned "syr.edu" email for all communications, including student emails.

Fall 2024 Registration

1 **Attend and Complete All Required Trainings**
- Fall 2024 Orientation
- Fiscal Agent Training
- Enough Is Enough/Community Standards

2 **Re-Register on 'Cuse Activities - Open Now!**
- Update your roster to reflect at least eight (8) members, including four (4) E-Board members.
- Update your roster to include your Advisor.
- Review and update your constitution to reflect required changes & align with rubric.

Speaker/Artist Questionnaire

- Required for any outside speaker/artist/performer

- Form included in the Event Submission Process

- All outside speakers/artists/performers must be vetted by the Department of Public Safety and the Student Engagement office a minimum of four (4) weeks in advance of the proposed event date

- No advertising of events is permitted until final approval is granted by the Student Engagement office.

**The Department of Public Safety and/or the Student Engagement office reserves the right to relocate events to maintain an appropriate level of safety and security for all.

Constitution Review

- Constitutions were reviewed by the Student Engagement team this summer.

- Constitutions must be updated to reflect changes and new additions.

- Re-Registration portals will not be approved until updates are made.

- **New required statement:**
  - Article XII: Member Expectations and Removals***
    - The executive board of [insert RSO name] may deny or revoke membership in the organization for any student who is found responsible for Student Conduct Code violations relating to violence, including, without limitation, sexual violence, harassment, discrimination, or other similar conduct or threatening behavior. The organization may temporarily suspend membership for any student who has an open student conduct case lodged against them. The organization may also deny or revoke membership in the organization for any student who violates the RSO Handbook, Student Engagement policies, or the organization's specific constitution/bylaws or standards of membership.
  - *Available in the Constitution Writing Guide*

Updated Policies

- Campus Posting Policy

- Partisan Political Activity

- Student Travel Policy

- Student Fundraising and Promotions Policy
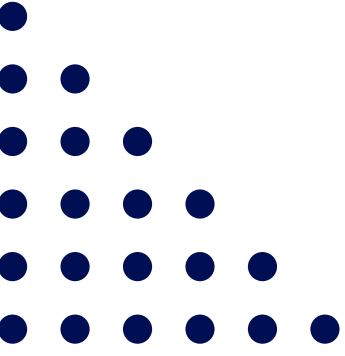
- Events on University Property Policy
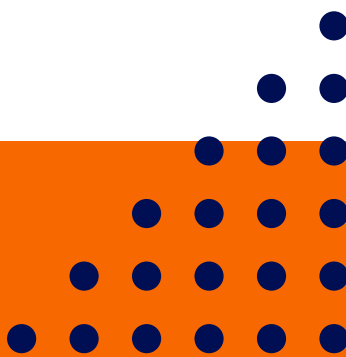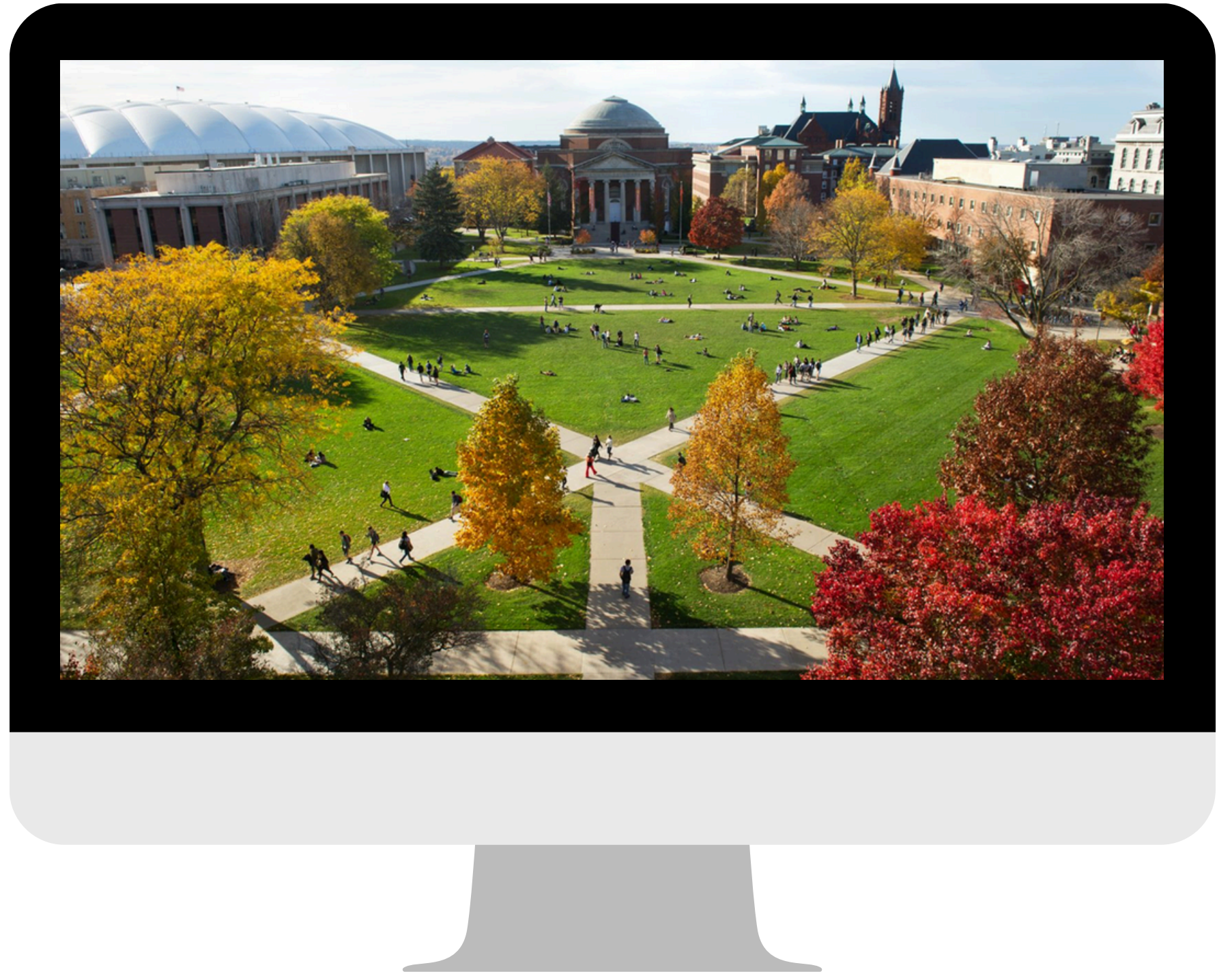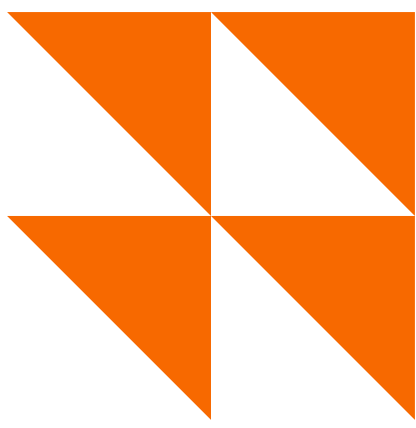
New Officer Toolkit

- Positions and Common Duties

- Meeting Management

- Goal Setting

- Elections

- Member Recruitment & Retention

- Delegation

- Officer Transition

- Collaborative Programming

Event Submission Process

Need to Knows

1   **Required to receive approval for *all* RSO-sponsored events.**

2   **Submit a minimum of three (3) weeks prior to the event.** *Event must be submitted for approval before making a budget request.*

3   **All-inclusive request -** *access ETS support, digital signage, and other event needs all in one place.*

4   **Access the event submission request through your RSO 'Cuse Activities portal, under the "Events" tool tab.**

What's New

New resources available in the Student Engagement office for RSOs!

- Fundraising
- Digital Signage
- Catering Form
- CORQ App
- RSO Help Desk

- Lending Closet
- Storefront
- Shared Competencies
- The Leadership Challenge
- PST 270

Fundraising

All RSOs now have access to request a fundraising page available through the Student Engagement website.

Visit the landing page to access your personal RSO page. Share the link, make a QR code; all funds are directed to your RSO funding account.

Digital Signage

1   **Visit experience.syracuse.edu to access the RSO digital signage request form.**

2   **Review your flyer/design to meet layout requirements and expectations.**

3   **Book with Emily Au for a design consultation!**

Catering Form

Catering at SU has developed a new request form specifically for Student Organizations. View menus and the request form on their website under the **"Student Groups and Organizations"** tab.

Submit a request when ordering from the preset menu OR when looking to work with an off-campus vendor.

CATERING
SYRACUSE UNIVERSITY
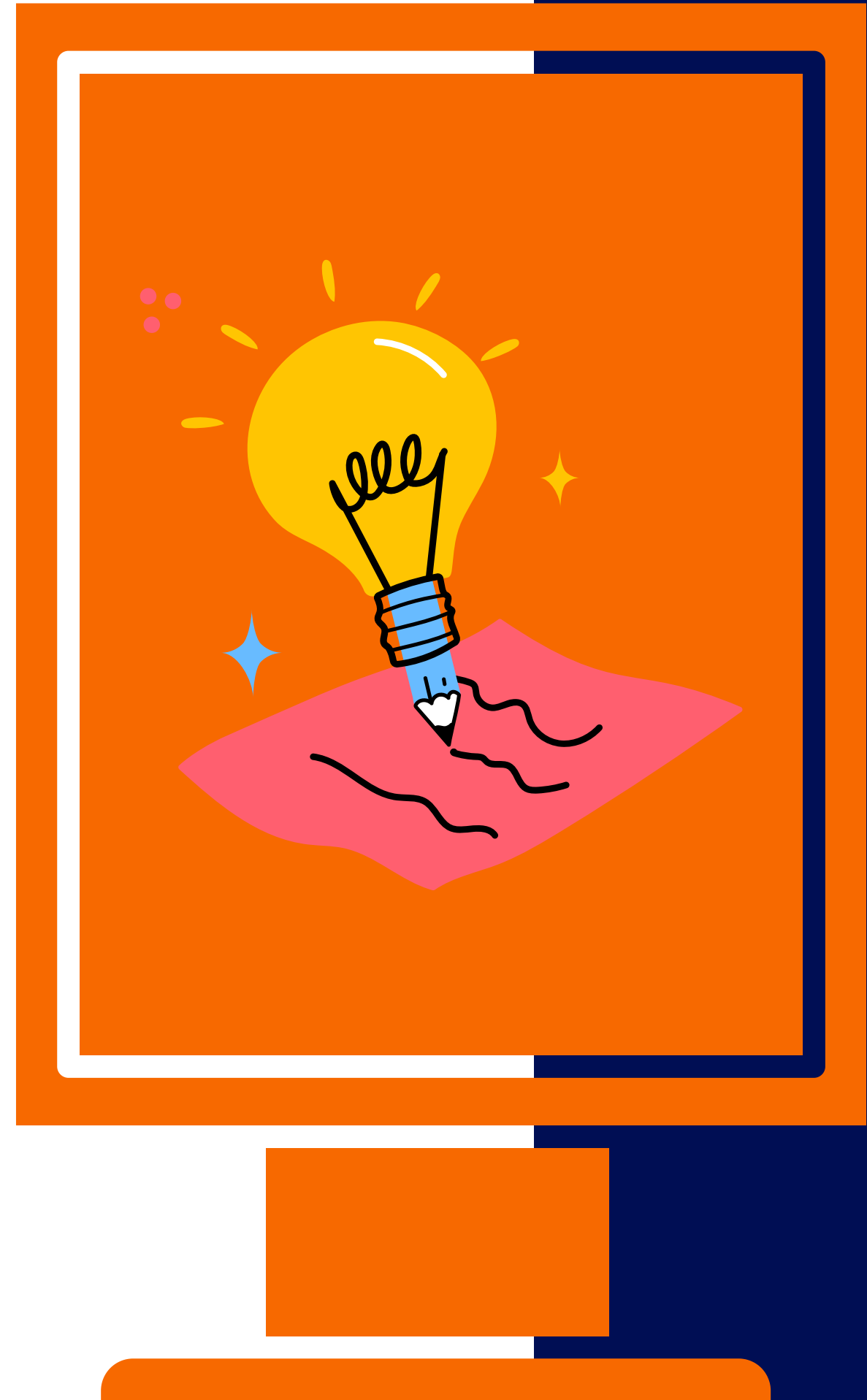
STUDENT GROUPS AND ORGANIZATIONS

PLANNING YOUR EVENT

Hosting an event is an exciting experience. Syracuse University Catering is here to ensure your event is successful. How to plan a catered event:

1. Review **Catering Services Policies.**

2. Create a budget. Use the online order form to start working on a quote. Keep in mind that there are additional costs for:
   - $25 - Delivery
   - $30 - Setup
   - $42 - **After hours delivery** (*After hours is Monday - Friday after 5 p.m. and weekends.*)
   - $120 - Cost per staff member, per event

3. Approve budget. You must email campuscatering@syr.edu your approved and signed budget **before** Catering can plan the event.

PLEASE NOTE: All catering requests must be submitted 12 business days in advance of the event.

CONTINENTAL BREAKFAST
$15 per person

Choose one: Whole fruit, fruit platter, or fruit salad

Choose two: Scones, Danish pastries, muffins, bagels (gluten free), donuts, or mini croissants

Accompaniments: Butter, cream cheese, jelly, vegan cream cheese

Beverages: Coffee, hot water, decaf (by request only), juice or water bottles

BREAKFAST SANDWICHES

$6 each (six sandwich minimum)

Option one: Sausage, egg, and cheese on a bagel

Option two: Bacon, egg, and cheese on an English muffin

Option three: Tofu scramble wrap with spinach and tomato

CORQ

Access 'Cuse Activities through an app!

Scan Here

Download the 'Cuse Activities app (CORQ) through Apple or Google.

RSO Help Desk

Need Support?

The RSO Help Desk is here to help. Comprised of Leadership Interns, our team is equipped to address all of your basic RSO needs.

Stop by for support in:

- Room Reservations
- Rental Requests
- Event Brainstorming
- 'Cuse Activities Management
- General Questions

Hours: M-TH 12:00 - 7:00 pm, F 12:00 - 6:00 pm

Lending Closet

Need supplies?

- Submit a request through 'Cuse Activities
- Request supplies AND/OR Huddle Rooms
- Visit the RSO Help Desk for pick up

**Available on September 16th , pending re-registration completion*

Event Decorations

Tabling Supplies

Button Makers

Event Supplies

Ste. 230 Huddle Room

1 Storefront can be used to collect dues and event registration fees.

2 Request to use the storefront for your RSO event/program through 'Cuse Activities

3 The storefront is for internal use only (SU students, faculty, staff). Donations from off-campus affiliates (alumni, businesses) should go through the fundraising pages.

Storefront

Tag your Events with the Shared Competencies

Ethics, Integrity, & Commitment to Diversity and Inclusion

Critical and Creative Thinking

Civic and Global Responsibility

Scientific Inquiry and Research Skills

Communication Skills

Information Literacy and Technological Agility

Tag your events to be eligible for supplemental funding.

Scan for more information!

The Leadership Challenge

- **Complete/attend workshops, trainings, events, and tasks to receive points towards the Leadership Challenge**
  - Courageous Dialogue
  - Emotional Intelligence 2.0
  - VIA Classification of Character Strengths
  - CliftonStrengths
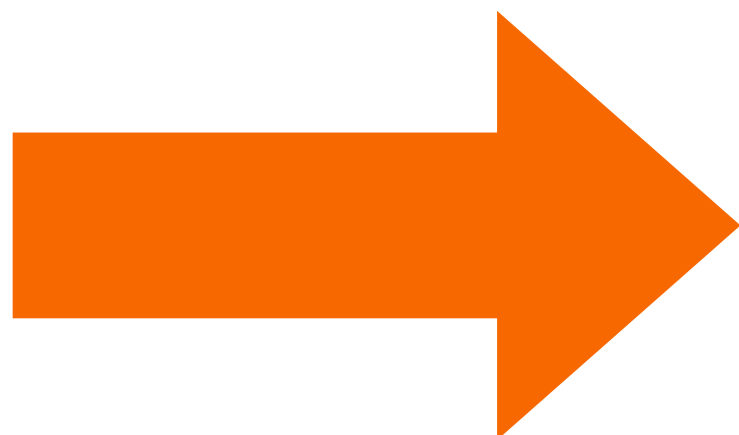 - Organizational Leadership Series

Track your Progress Here!

PST 270

Earn credit for your work as student leaders!

Apply Now!

Earn Academic Credit for Your Work Experience!

Did you know you can earn up to 12 credits with your internship, volunteer program, or job?

Enroll in CAS 270 or PST 270!

CAS 270
- Five Written Reflections
- Application of Classroom to Experiences

PST 270
- Ten Assignments
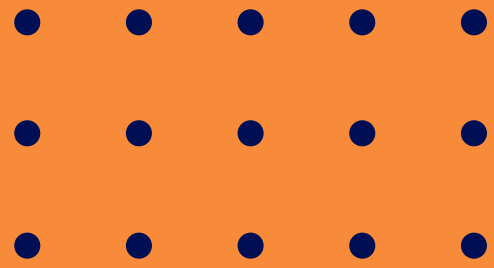- Create a career toolkit (LinkedIn, resume, etc.)

Access the application using the QR code or visit https://bit.ly/creditforwork

Please note that the application requires a PDF upload and is best accessed using a laptop.

S Syracuse University

Student Engagement Panel

Contact Us!

Check inside your booklet for RSO Consultant assignments and contact information.

Thank You!