A Guide to Recognized Student Organizations (RSOs)

OFFICE OF STUDENT ACTIVITIES

Phone: 315-443-2718
Rights and Responsibilities
A. RIGHTS
B. RESPONSIBILITIES
C. ORGSYNC

Event Planning
A. PROCESS/QUESTIONS TO CONSIDER
B. ADVERTISING

Finances
A. ACCOUNTS
B. FUNDING PROCESSES

*This condensed handbook is not meant to replace the full handbook found on the OSA web site here (studentactivities.syr.edu/studentorgs/rsohandbook.html).
All RSOs are responsible for knowing and abiding by the policies found therein.*
DID YOU KNOW?

350+ Organizations

30+ Organizations added this year

5,400 Students involved in an RSO

300+ Events Planned Annually

$50,000+ Donated to charities from RSOs annually
To complete the annual RSO re-registration process
To complete the officer training modules
To secure full-time SU faculty/staff advisor for your organization
To maintain an accurate presence on OrgSync
To post your organization’s events in your OrgSync calendar. From there, events will be pulled to the Living SU web site, where everyone looking for something to do can see them
To abide by all policies in the RSO Handbook as well as the Student Code of Conduct

To access photocopying services funded by Student Association
To post flyers in approved areas on campus.

To reserve space

To work with an RSO consultant from the Office of Student Activities
To apply for funds through the Student Association, Graduate Student Organization, and Division of Student Affairs
To receive event production support from Student Centers and Programming Services

*You are responsible for any/all communication from OrgSync*

Re-Registration • Funding • Calendar of Events • Messaging/Communication all in Orgsync
PLANNING AN EVENT

Questions to Consider

Are you traveling with or on behalf of your organization?

Has your RSO participated in fiscal agent training?

Does this event align with your organization’s mission?

Do you have enough time to pull off this event?

Have you met with your RSO’s consultant?

Does your RSO have funding?

Do you have space reserved?

Is the event ticketed?

How will you promote your event?

Remember, students are not authorized to sign any contracts on behalf of the University.

YOU CAN BE HELD PERSONALLY LIABLE IF YOU EXECUTE A CONTRACT VERBALLY OR IN WRITING.

Talk to your consultant!
The Student Association allocates organizations **1200 copies per semester** *(600 b&w, 600 color)* to advertise events. Fliers must be approved by the Office of Student Activities before they can be printed.

**You must include the following on a flier to have it approved:**

- Name of RSO
- Must align with the Office of Student Activities and University missions, values, and policies

**Copying Process**

Create your flier.

Post the event on the OrgSync calendar.

Print one copy and bring it to your consultant in the Office of Student Activities.

If the above criteria are met, your flier will receive an RSO stamp.

Take the approved flier to the Student Association office and complete the copy request form.

The Student Association comptroller will sign the form.

Take the form and flier to Schine Copy.
The Office of Student Activities maintains accounts for all RSOs. Work with your OSA consultant to place orders and/or negotiate contracts and payments utilizing money in these accounts.

There are 3 types of accounts:

- **Student Association**: This account is used for monies allocated through one of SA’s budget processes. This money can only be used as approved by the Student Association. Any unused money in this account is forfeited at the end of each semester.

- **Miscellaneous**: This account holds profits from any Student Association-funded event. This money can only be used with approval from the SA comptroller via an expenditure request on OrgSync. This money may roll over from fall to spring with approval of the Student Association comptroller. Any money still unused at the end of spring semester is forfeited.

- **Fundraising**: This account holds any money raised by the organization through fundraising or dues. This money can be used at the discretion of the organization. The money in this account rolls over from year to year automatically.
### Funding Options

Student organizations in good standing with the Student Association and the Office of Student Activities are eligible to apply for money to fund events.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Special Programming</th>
<th>Co-Curricular</th>
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</thead>
<tbody>
<tr>
<td>Source</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Association</td>
<td>Student Association</td>
<td>Division of Student Affairs</td>
</tr>
<tr>
<td>To get money for an event happening...</td>
<td></td>
<td></td>
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<tr>
<td>Next semester</td>
<td>This semester</td>
<td>This semester or next</td>
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<tr>
<td>Deadline</td>
<td></td>
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<tr>
<td>Mid October/Early March</td>
<td>Every Friday by 3 p.m. until money is gone</td>
<td>3 times per semester</td>
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<tr>
<td>Forms</td>
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<tr>
<td>In OrgSync</td>
<td>In OrgSync</td>
<td>In OrgSync</td>
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<tr>
<td>Amount</td>
<td></td>
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<tr>
<td>Based on your org's. tier</td>
<td>Based on your org's. tier</td>
<td>$5,000 maxium</td>
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<tr>
<td>What is fundable?</td>
<td></td>
<td></td>
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<tr>
<td>Based on SA Finance Codes</td>
<td>Based on SA Finance codes</td>
<td>Everything SA will fund plus food, decorations, and travel</td>
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<tr>
<td>How do I get space for the event?</td>
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<tr>
<td>Once funding is allocated, groups requesting space through SCPS must go through the Space Allocation process to reserve space.</td>
<td>Need confirmation that space is reserved to submit with the funding application</td>
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</tr>
</tbody>
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### Tiers

- **Tier 1**: up to $10,000
- **Tier 2**: up to $20,000
- **Tier 3**: up to $40,000
- **Tier 4**: more than $40,000