

STATE

**ARKANSAS STATE
UNIVERSITY**



Registered Student Organization (RSO) **GUIDEBOOK**

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Registered Student Organization

GENERAL GUIDELINES

REGISTERED STUDENT ORGANIZATION REQUIREMENTS

The requirements to be considered an active RSO include: A minimum of five members who must be A-State Jonesboro students, a faculty/staff advisor, a digital constitution on file in the Leadership Center, and a completed RSO application for the corresponding academic year.

REGISTRATION INFORMATION

An annual updated RSO application is required to remain an active organization. The RSO application opens annually during the summer for the upcoming academic year and remains open throughout the year for new organizations who want to become active mid-year. Registration applications are available online at [this link](#). If you are currently listed as an RSO President or Advisor, you will receive an email to re register your organization during the summer when registration opens. Registration must be completed by an active A-State student. Completion of this application also allows your organization to officially be recognized on campus. The Leadership Center will update the A-State website and connect interested students to your organization all year. RSOs cannot reserve spaces in the Reng Student Union without this registration form.



REGISTERED STUDENT ORGANIZATION CATEGORIES

At the time of registration, you will be asked to choose a category to select what type of organization your RSO would fall under. There are several different categories to choose from. However, if you feel like your organization does not relate to any of the categories or you prefer not to categorize your organization, you are not required to select a category. If no category is selected, your organization will be automatically put into the 'Special Interest' category - which serves as a general category. On the contrary, if you believe your organization relates to several of the options, you will have the ability to select more than one category. If you are unsure what category your organization would fall under, you are welcome to contact the Leadership Center before submitting your registration form to talk through each category. The categories with their descriptions are as follows:

- **Academic:** These organizations support students in specific fields of study.
- **Cultural:** These organizations celebrate and promote the traditions, languages, and heritage of various cultures and ethnicities.

- **Religious:** These organizations provide spaces for worship and spiritual growth.
- **Greek Life:** Fraternities and sororities underneath the National Panhellenic Conference, National Pan-Hellenic Council, Interfraternity Council, or the Multi-Cultural Greek Council.
- **Service:** These organizations are dedicated to volunteering, community outreach, and social impact initiatives.
- **Special Interest:** These organizations bring together students with shared hobbies or passions.
- **Music + Arts:** These organizations focus on creative expression through performance, visual arts, and artistic collaboration.
- **Recreational:** These organizations promote physical activity, wellness, and fun through sports, fitness, and outdoor adventures.
- **University Departments:** These are affiliated with specific campus offices or departments.



COMMUNITY FAIR + JOIN IN JANUARY

The Community Fair takes place annually in August, typically the second week of classes. This event takes place on Heritage Plaza Lawn outside of the Reng Student Union from 11:00 AM - 1:00 PM. In order to confirm a free table reservation for your organization, you must complete the RSO application discussed above a week before the date set for the Community Fair. Complete fair information may be found [here](#), but your table reservation must be completed by submitting the RSO application.

Join in January is an organization fair hosted annually by the Student Activities Board during the first week of classes in January. This event takes place inside the Reng Student Union on the first and second floors from 11:00 AM - 1:00 PM. This event is a fantastic opportunity for you to connect with new and returning students and share how they can get involved with your organization midway through the academic year. Registration for this event is sent in December via email to the RSOs that are active at that time, and a form will be attached to fill out a week before the set date.

UPDATING OFFICERS

If your organization elects new officers midyear, please recognize that this means your organization's information needs to be updated to ensure that information is being sent to the correct contacts throughout the entire academic year. To update officers, the incoming President will need to fill out a new registration application. Registration applications are available online at [this link](#). This will ensure that officer information is updated in the Leadership Center communication records for RSOs and on the A-State website.

LEADERSHIP TRANSITION FOR STUDENT LEADERS

A successful leadership transition sets your organization up for continued success—and helps make your job easier in the future. Here are some tips to help you leave your role better than you found it:

- **Start Early:** Begin planning your transition at least a month before your term ends.
- **Organize Everything:** Create a shared folder with important documents like meeting minutes, event plans, contacts, budgets, and RSO-related policies.
- **Write It Down:** Make a brief “how-to” for your role—highlight key duties, what worked well, what didn't, and what you wish you had known at the start.



- **Meet with Your Successor:** Sit down for a transition meeting and talk through expectations, upcoming tasks, and helpful advice. Be honest and encouraging.
- **Stay Available (If You Can):** Offer to answer questions after you leave the role—sometimes the best advice comes after a little real-world experience.
- **Celebrate Your Impact:** Leadership is hard work. Reflect on your achievements and take pride in your contributions.

Leadership transitions aren't just about handing over keys—they're about preparing the next team to lead with confidence and clarity. You've done great work—now help keep the momentum going!

SAMPLE CONSTITUTION

Each organization is required to have a digital constitution on file in the Leadership Center to be considered an active RSO. For your convenience, there is a [sample constitution available](#) for you to use as a guide when writing the constitution for your organization, if needed.



Registered Student Organization

EVENTS

STUDENT UNION ROOM RESERVATIONS



The Student Union is pleased to offer its facilities and event planning services to all ASU-Jonesboro registered student organizations. A student group can become recognized as a registered student organization once it has completed all the necessary requirements by the Leadership Center. A program qualifies as a student organization event when a member of that organization reserves the space and the group is actively involved in the planning of the event. The Student Union facilities are available to all university registered student organizations at no charge when those events are free to the university and community. Facility charges will be in effect whenever participant fees are assessed. To reserve a meeting room, event space, or an informational table in the Reng Student Union for your RSO please fill out [the Room Reservation Request Form](#). If you have any questions, please email unionevents@AState.edu. All reservation requests must be made a minimum two business days prior to your requested event date.

EVENT POLICIES

General Policies And Procedures

- Student functions will be given priority on a first-come, first served basis along with the University Community and other clientele.
- The Reng Student Union reserves the right to alter priority of any event after they are scheduled, if in their estimation it is in the best interest of Arkansas State University.
- The Carl R. Reng Student Union reserves the right to assess any group a fee for damages caused by the organization using our facilities. Note: The fee will be assessed through the Office of Finance and failure to comply will result in the forfeiture of future use of the facility.
- The Carl R. Reng Student Union will not assume responsibility for outside audiovisual equipment, seminar presentation equipment, etc. This includes delivery invoices, set-up, or testing.
- Arrangements must be made in advance for delivery and pick-up of event equipment.
- A representative of the organization requesting a reservation must meet with Sodexo Catering Services concerning the menu, cost, attendance, decorations, etc.
- The Alumni Lounge and the Heritage Plaza Lounge will not be used as meeting rooms. Their sole purpose is for teas, formal receptions, press conferences, etc. All use will be at the discretion of the Reng Student Union Director.
- All individuals and groups meeting in the facility must comply with all University, local, and state laws, ordinances, and regulations.

- **Use of any sound amplification systems within or around the Carl R. Reng Student Union must be approved by the Dean/Director of the Carl R. Reng Student Union. Sound levels will be monitored by Carl. R. Reng Student Union staff. In the event sound levels are determined to be excessive, the organization will be asked to lower their sound levels. Music containing vulgar or derogatory language will not be allowed in or around the Carl R. Reng Student Union. Failure to comply with these requests will result in the termination of the event.**
- **Any and all unsafe conditions or activities will be terminated immediately upon request. The Student Union will remove disruptive parties as necessary.**
- **Events will not be scheduled during periods when the university is closed.**
- **At no time will anything be permitted to be stuck on any window surface within the Reng Student Union.**
- **Banners may be used to promote events held on campus. Banner space must be reserved through the Reng Student Union Office. All banners must be professionally made to the dimensions of 2' ft. 8" in. x 10' ft. Banners will be hung by the Reng Student Union Office, and then removed at the end of the reservation. No hand written or painted banners will be hung in Reng Student Union banner space. Banner space may only be reserved for one week at a time.**

Registered Student Organizations

- **Recognized Registered Student Organizations may reserve space in the Reng Student Union for their meetings. RSOs must re-register through the Leadership Center each academic year.**
- **All reservations are on a first-come, first served basis.**



- **Scheduling will be according to the availability of the meeting rooms.**
- **In the event of a cancellation, the Reng Student Union office must be given 24 hours notice prior to the event. Organizations who do not cancel their events and do not show for their reservations will be held accountable for their missed reservations. Organizations who miss three reservations without canceling through the Reng Student Union main office will have their reservation privileges suspended.**
- **Failure to comply with these policies and procedures could result in the loss of use of the Reng Student Union.**
- **Sodexo catering services will provide any and all food services.**
- **Music played during events on Heritage Plaza Lawn is restricted to the 12pm-1pm time frame Monday through Thursday and 10am-10pm Friday through Sunday for all RSO's.**
- **Behavior or music that contains profanity, sexually lewd content, or racially intolerant phrases will not be allowed.**
- **Failure to adhere to these guidelines may result in the inability to utilize sound amplification in event spaces for one calendar year.**
- **The presence or use of lit candles, paint, confetti, glitter, silly string, foam, shaving cream, chalk, or other items as designated by A-State Jonesboro are prohibited.**

- Under the Federal Copyright Act, Films are not permitted to be shown at the Reng Student Union unless a license is purchased. (Fees for license range from \$400 - \$800.) A license is required for all public performances regardless of whether admission is charged. The rental, purchase, lending or download of a movie does not provide the right to exhibit it publicly outside the home unless the screening is properly licensed. For license information, visit <https://www.swank.com/public-libraries/>.

General Conduct Policy

- Shoes and shirts are to be worn in the facility at all times. No excessive sagging pants will be permitted.
- Excessive profanity will not be tolerated.
- No radios, jam boxes, mega phones, etc. will be allowed in the Reng Student Union.
- No verbal or physical fighting will be allowed in the facility at any time. Violators will be asked to leave and the University Police will be notified.
- No wrestling or excessive horseplay will be allowed in the facility.
- No alcoholic beverages or drugs are allowed in the facility.
- Anyone causing damage to the facility will be held responsible and will be subjected to University disciplinary action.
- Anyone caught deliberately littering in the Reng Student Union will be subject to university disciplinary action.
- Anyone caught tampering with Reng Student Union property will be subject to University disciplinary action.
- No loitering in meeting rooms, without scheduling with the Reng Student Union office will be permitted.
- No roller blades, skateboards, bicycles, pets, etc. will be allowed in the facility.

Information Tables

- Informational tables must be scheduled in advance through Union Events. They may be reserved for A-State departments and RSO's only and are available each day from 10am-2pm.
- Table use must comply with university policy in regard to solicitation. A solicitation request form must be submitted from any group collecting money for any reason (donations, sold items, etc.)
- No sitting on the tables is permitted.
- Any damage to tables and/or chairs will be charged to the responsible party or group.
- Only one table is allowed per group.
- The maximum time allowed for booking a table at any one time is 5 consecutive days.
- Students must stay at the reserved info table at all times rather than aggressively approaching students passing by.
- No off-campus groups will be allowed to reserve a table for any reason - Information Tables are designed for RSO's and A-State department use only.
- If wishing to utilize a projector, laptop, screen, and/or sound equipment, the RSO or
- the department must provide those items. The Reng Student Union AV equipment is not permitted for use at the Info tables. Sound must be kept at a reasonable level, and the Reng Student Union reserves the right to revoke this privilege from any group if it is abused.
- Tables may be utilized to pass out free items to students; however, the only food permitted to be handed out is miniature, individually-wrapped candies.
- Each group is required to adhere to the above rules. Failure to comply with these rules will result in the loss of this privilege.

Advertising

- RSO's may advertise events with three flyers in the Reng Student Union and three flyers in the Red WOLF Center.
- Fliers of any kind are only permitted to be hung on the bulletin boards throughout the Reng Student Union.
- Event advertising must be sponsored by an A-State department or organization.
- Chalking on the sidewalks is not permitted on the Heritage Plaza Lawn or Reng Student Union Courtyard.
- The A-State Daily Digest is available for student groups to advertise events and/or projects.
- We encourage use of the Pack Portal to promote your organization's events.

Signage And Decorations

- Signs, decorations, and related materials may not be taped, tacked, stapled, nailed, etc. to any surface in the Reng Student Union. Banner space may be reserved in the Carl R. Reng Student Union through Union Events. Carl R. Reng Student Union staff will hang all banners. No exterior banners are permitted on the building. Banners must be professionally designed and printed in a 2ft 8in x 10ft size. Banners may stay up for one week at a time.

Sodexo Dining & Catering Services

- Outside food and beverages are not permitted to be served inside the Reng Student Union. Food and beverages must be purchased through Sodexo for any event in the facility. A-State and the Carl R. Reng Student Union maintain an exclusive food and beverage contract with Sodexo Dining Services. Sodexo Dining is prepared to offer the finest quality products and services for all functions. Gourmet coffee breaks, receptions, black-tie dinners, and theme parties are just a sample of the events they can cater for you. Sodexo Dining Services offices are located in the Carl R. Reng Student Union and may be contacted at 870-972-2059 or catering@AState.edu.



FUNDRAISING (ON + OFF CAMPUS)



Fundraising can be a fun and effective way to support your student organization, cause, or event, but there are a few key rules and best practices to keep in mind. Whether you're selling cookies or seeking major donations, here's your guide to doing it right.

DO: Keep It Simple

Good news: Many types of fundraisers are pre-approved or easy to set up! You're good to go with the following:

- Bake sales
- Tabling in the student union (To reserve an informational table in the Reng Student Union please fill out the Room Reservation Request Form)
- "Pie in the face" events
- T-shirt or merch sales
- Competitions

Always double-check with your student organization advisor or the Leadership Center, especially for space usage and rules for food sales.

DO: Know the Rules for Soliciting Businesses

If you're reaching out to local businesses for donations, sponsorships, or partnerships, here's what you need to know:

- Get permission first: A-State requests that you get approval from the Advancement Office before approaching businesses.
- Use official templates or letters: The Advancement office can provide branded materials.

- Coordinate with campus-wide fundraising: The A-State Advancement office hosts Day of Giving (usually in April) and Giving Tuesday, which is always the Tuesday after Thanksgiving. The A-State Alumni Association and University Advancement house all alumni and donor information. We ask that you speak to one of our team members to make sure you're not overlapping or competing with our communication and solicitation efforts.

DON'T: Assume All Fundraising is Allowed

- There are some no-go's or things that require extra steps:
- Applying for Grants is prohibited for RSO's
- Raffles are illegal in the state of Arkansas and cannot be promoted or hosted by an RSO
- Off-campus fundraising events - may need extra approval and liability forms
- Using the college name/logo for sales - must be approved
- Asking for money online - must be facilitated through Marketplace or a Back the Pack. (Read below to see which fits your fundraiser the best.)

DON'T: Skip the Paperwork

- It's tempting to "just do it," but...
- ALL fundraisers need to fill out the solicitation form first and return it to unionevents@AState.edu.
- Space reservations, tabling, and food sales all have policies.
- Skipping these can get your fundraiser shut down.

Pro Tips for a Successful Fundraiser

- **Set a clear goal:** Know how much you want to raise, and what for.
- **Promote smartly:** Use posters, social media, and word of mouth.
- **Make it fun:** Engaging fundraisers draw more people (and dollars)!
- **Keep track of money:** Use a spreadsheet or budget template, and turn in profits properly.
- **Celebrate your success:** Thank participants, donors, and your team!

Still Not Sure What To Do?

Check in with one of the following:

- The A-State Leadership Center or Student Affairs Office
- Your Organization Advisor
- The A-State Advancement Office

Better to ask first than fix problems later!

Forms:

- **Back the Pack** - Strictly donations
- **Marketplace** - Use for fees and registrations
- **Marketplace Request Form** - fill out to set up a store
- **Solicitation Form** - fill out before starting any fundraising

Contact Information:

- University Advancement - advancement@AState.edu
- A-State Alumni Association - alumni@AState.edu
- ASU System Foundation - <https://asusystemfoundation.org/contact>
- Marketplace - marketplace@AState.edu



What is Back the Pack?

- Back the Pack is the official crowdfunding platform for Arkansas State University that allows campaigns from club sports, student organizations, and undergraduate student research to be funded by students, alumni, and friends. Crowdfunding offers donors a way to directly support specific projects at the university that are most meaningful to them.

Contact:

- Director of Annual Giving/ Student Philanthropy Council Advisor - phone: (870) 972-2538 email: backthepack@AState.edu

Marketplace Features

- Marketplace has a variety of features that make selling products, gathering information, and communicating with customers simple.

Dynamic Pricing

- Dynamic pricing allows you to offer different pricing options for the same product. The price is changed automatically depending upon which options the customer selects. This gives you the ability to offer different pricing tiers for conferences or size and color selections for merchandise. It is convenient for the customer because the calculations are completed for them and all payments can be made at once.

Data Collection & Reporting

- Marketplace offers you the ability to collect as much information as you would like from your customers. With options such as drop-down menus, text entry, and checkbox selections, our system is able to provide you with the tools you need. Fields can even be made optional or required, guaranteeing you get the information you need.
- Marketplace also offers you the ability to access real-time sales reports that consist of the data the customer provided, plus information regarding the products sold. Multiple reports are able to be accessed at the same time.

Refunds

- Every so often, a situation arises where a customer will request a refund. Marketplace allows for this process to be efficient for both parties. The system allows for refunds up to the selling price, which will be credited to the original form of payment. The customer will receive an email when their refund has been processed.

Customer Communication

- Communication with your customers throughout the buying process is essential. Marketplace keeps customers informed with automatic system generated emails. Customer communications are sent out upon purchase, when an order is cancelled, and when an order is refunded. Marketplace can even be configured to send you an email every time an order is placed.

Promotional Codes

- Marketplace allows you to offer promotional codes at checkout. These can be presented as a dollar amount off the purchase price or a percentage taken off of the total. Promotional codes can start and expire on any day you choose. They can be offered as single use or unlimited use.



Fundraising (Solicitation) Policy

- **A solicitation form must be completed and returned to Union Events at unionevents@AState.edu for each on-campus fundraiser.**
- **RSO's are limited to three days of fundraising at any one time and only three fundraisers each semester.**
- **Bake sales are not permitted inside the Reng Student Union or at info tables located in the courtyard or Heritage Plaza Lawn. Request permission from the Dean's office of each Academic building on campus to inquire if bake sales may have permission to be conducted in those buildings. Please reach out to Sodexo Dining Services for special consideration for bake sale permission at the Reng Student Union.**



The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors. All faculty, staff and recognized student organizations may be permitted to hold fund-raising events on campus under the following conditions:

- **Faculty, staff and recognized student organizations may hold fund-raising activities (solicitations) that are reasonable and appropriate given the organization's purpose. The activities are not to occur more than three times per semester per requesting organization for a period not to exceed three days per event. Fund-raising activities (solicitations) shall be defined as requesting donations, without products or services being rendered, or activities that raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of Arkansas State University or for a selected philanthropic project of the organization. Fund-raising activities may include university-sanctioned philanthropic projects such as United Way.**
- **The president (or designee) of a student organization will submit an activity request form for each fund-raising event to the Leadership Center at least one week prior to the requested date(s) of the fund-raising.**



- **The Leadership Center will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization). An off-campus organization or business may not conduct the fund-raising activity and then provide the recognized A-State organization a certain percentage of sales, income, etc..**
- **The president (or designee) of the student organization will contact the appropriate dean or director of the site(s) at which the event is to be held to obtain site approval. Faculty and staff organizations will also be responsible for obtaining site approval from the appropriate dean or director of the site. Campus organizations who conduct fund-raising activities are encouraged to use the Reng Student Union facility, or the entrance lobbies of campus buildings.**
- **Individual groups or organizations using a university facility are responsible for setup, take down, and cleaning up the area used. Promotional materials, posters, signs, etc., should be in compliance with the established policies stated in either the Student Handbook or the Operating Policies and Procedures Manual.**
- **This information is provided by the official Arkansas State University student handbook. See link for more information: [Student Handbook](#)**



CAMPUS CALENDAR + DAILY DIGEST

Campus Calendar

RSOs conduct activities all year long, and it is very important that scheduled activities are listed on the university calendar. The calendar is an excellent source of information for members, prospective members and the public. Basic details about upcoming events also will be picked up and included in the calendar column of the Daily Digest, with a link to the full event details. This calendar entry provides another public notice about what the RSO is doing in support of its campus mission. An RSO representative must provide the basic calendar details through the submission form, Calendar.AState.edu/submit/. Consult the calendar any time at Calendar.AState.edu/.



Daily Digest

Every RSO, at some time or another, will want to let other students and the campus know about an upcoming event, or an important achievement, or some other topic. How can you do that? Announcements can be submitted for inclusion in Daily Digest, which goes out to everyone's email each weekday when A-State is in session. Announcements are free; an RSO representative simply needs to provide appropriate details through a submission form, AState.edu/a/leadership-center/forms/, which also is available near the bottom of the calendar column in each issue of Digest. An announcement can run three times, and the submitter can select the dates. The deadline for submission is 1:00pm on the business day before the first posting date. In order for events to run in Digest, they must be on the campus calendar.





Registered Student Organization **ACCOUNTS**

ON CAMPUS ACCOUNTS

Arkansas State University provides on-campus accounts for Registered Student Organizations to assist in storing, managing, and utilizing club funds. Below is some information on how to set up and use these accounts:

Setting Up an On-Campus RSO Account

To set up an on-campus account for your RSO, e-mail the Student Affairs Budget Specialist at rsoaccounts@AState.edu stating the name of your organization and that you'd like to set up an account. They will assist with this process and send you a notification once the account is set up and ready to use.

Depositing Funds into Your On-Campus RSO Account

The university no longer accepts cash deposits, but check and money order deposits are permitted. Checks/money orders can be made out to either your organization or to Arkansas State University (with the RSO name on the memo line). Once ready for deposit, they can be dropped off with the Student Affairs Budget Specialist during university business hours in Student Affairs office suite 2053 on the second floor of the Reng Student Union.

Marketplace

For fundraising or collecting membership dues, it is recommended that you set up a Marketplace store for your organization. This online store connects directly to your RSO's on-campus account, and it allows for members/customers to make credit/debit card purchases. More information on Marketplace can be found [here](#).



Utilizing Club Funds

For purchases using on-campus RSO funds, we can either reimburse club expenses or issue payment directly to vendors. For reimbursements we require an itemized receipt showing proof of purchase. For vendor orders we require a quote from that vendor (although there are some instances, such as when purchasing food, in which an invoice is permitted). Documentation can be sent to the Student Affairs Budget Specialist at rsoaccounts@AState.edu for processing from your RSO's on-campus account.

While RSOs have a great deal of purchasing flexibility, there are some policies and campus contracts to keep in mind when planning expenses:

- **Food Purchases:** Use of Sodexo is required if your event is held in Reng Student Union, First National Bank Arena, or Centennial Bank Stadium. If you do wish to use outside food in those areas then your club will need an approved Food Purchase Form prior to your event. RSOs are allowed to use outside food without a Food Purchase Form on all other areas of campus.
- **Soft Drink Purchases:** Any purchased soft drinks must be Coca-Cola products.
- **Licensed Vendors:** Any items purchased with the A-State name/logo/branding must be purchased from a licensed vendor. You can review the list of licensed vendors [here](#), or you can reach out to rsoaccounts@AState.edu if you have any questions regarding a vendor.

- **Prizes/Giveaway Items/Gift Cards:** Any purchases of prizes, giveaway items, or gift cards must also include the names and A-State IDs of the recipients.

If you have any additional questions regarding RSO on-campus accounts or purchasing, please reach out to the Student Affairs Budget Specialist at rsoaccounts@AState.edu for assistance.

ACTION FUND

Action fund provides RSOs the opportunity to apply for funding for events and other expenses, with certain limitations. The action committee will allocate funds based on need.

Action Fund Guidelines

- Student organizations requesting Action Fund allocations must be registered with the Leadership Center as a student organization.
- Action Fund applications are due on the designated date to the Student Government Association office located on the 2nd floor of the Student Union. Organizations are required to be detailed in the request and maintain a reasonable amount of requested funding.
- All organizations will be required to attend a brief hearing to clarify the application request and discuss funding with the Action Fund Commission.
- The following requests will not be granted: benefit for individuals, philanthropies, office supplies, travel reimbursement, travel food or lodging requests.



- Action Fund hearing results will be posted in the Student Government Association office located on the 2nd floor of the Student Union within twenty four hours of the hearing.

The following is the disbursement procedure once funds are received:

- Funds used to pay for Sodexo Catering or A-State facility rental will be processed using Interdepartmental Transfer by a Leadership Center representative once an invoice is received from the student organization to pay for this type of expense.
- All other allocations will be processed within 10 business days of the Action Fund hearing date in the form of a check authorized to the student organization name listed on the Action Fund application. Check requests will not be processed for an individual student or advisor.
- All organizations are required to submit the Action Fund Post Disbursement report within four days of the organization event. Failure to submit a completed report will result in the organization forfeiting Action Fund eligibility for one calendar year.

All questions regarding the Action Fund process must be directed to the Action Fund Commissioner at actionfund@smail.AState.edu. Failure to comply with guidelines will result in the organization's ineligibility to receive Action Funds for one calendar year.



Registered Student
Organization
ADVISORS

ROLE OF AN ADVISOR

Advisors play a vital role in the success of Registered Student Organizations at Arkansas State University. While RSOs are student-led and student-driven by design, advisors serve as mentors, guides, and advocates who help ensure the organization's growth, accountability, and alignment with university policies and values. The most effective advisors strike a balance between offering support and allowing students to lead. RSOs are intended to be laboratories for student leadership and development. As such, the role of an advisor is not to direct every decision or activity, but to empower students to make informed choices, take ownership, and learn from their experiences.

An advisor's responsibilities may vary based on the needs of the organization and the expectations mutually agreed upon with student leaders. In general, advisors support and mentor officers and members by offering guidance based on knowledge, experience, and perspective. They provide historical context and institutional memory to help the organization navigate transitions in leadership and membership. Advisors also ensure that the organization operates within university guidelines, financial policies, and applicable laws. Their presence helps promote leadership development as they encourage students in areas such as decision-making, conflict resolution, event planning, and team dynamics. In addition, advisors assist students in assessing and managing risks associated with their events and activities and, when possible, attend meetings or events to offer encouragement, feedback, and recognition.



ADVISING BEST PRACTICES + RECOMMENDATIONS

The most effective advising supports student ownership. Advisors are encouraged to take a coaching role by asking thoughtful questions that prompt students to reflect, make decisions, and learn from their experiences. Questions like “What do you think is the best approach?”, “Have you considered any alternatives?”, “How do you plan to achieve that goal?”, and “What did you learn from that experience?” are examples of how advisors can facilitate growth without taking control. These approaches ensure the organization remains a space for student empowerment, learning, and leadership development.

Advisors are also encouraged to establish open lines of communication with student leaders early in their advising relationship. Setting expectations and boundaries at the beginning of the academic year can help avoid confusion later and ensure that everyone is on the same page. Regular check-ins—whether through formal meetings or casual conversations—can strengthen advisor-student relationships and create opportunities for ongoing support and feedback.

Additionally, it's helpful for advisors to stay informed about university policies, procedures, and available campus resources. By being a well-connected point of contact, advisors can help RSOs navigate challenges more efficiently and connect them with the right offices or departments when needed. Advisors who actively engage with the organization and show interest in its mission can also help foster a stronger sense of purpose and motivation among students.

At Arkansas State University, we deeply value the dedication of our RSO advisors. Your involvement helps shape confident, capable student leaders and strengthens our campus community. While students take the lead, your steady presence and thoughtful guidance are essential to their success.

LEADERSHIP TRANSITION FOR ADVISORS

One of the most critical times in the life of a student organization is the transition of leadership from one group of officers to the next. A strong, intentional leadership transition process ensures organizational continuity, preserves institutional knowledge, and sets up new leaders for success. Advisors play a key role in supporting this process while still encouraging students to take ownership of the transition.

As an advisor, you can help student leaders understand the importance of planning ahead and preparing for officer turnover before the end of the academic year. Encourage outgoing officers to document their responsibilities, share key contacts, update organizational files, and reflect on their experiences. This documentation can include items such as meeting agendas, event planning timelines, budget information, and copies of important communications or forms.

Facilitating a formal leadership transition meeting—where outgoing and incoming officers can meet to exchange ideas, share lessons learned, and discuss upcoming goals—is also highly recommended. Advisors can offer to attend this meeting to provide historical context, answer questions, and reinforce the organization's long-term mission and values.

It's also helpful for advisors to check in with new leaders early in their term to provide support as they step into their roles. You can help them set realistic goals, understand university policies, and connect with campus resources. By being present and proactive during transitions, advisors help reduce the learning curve for new officers and build a culture of sustainability within the organization.

Encouraging a smooth leadership transition doesn't mean taking over the process—it means guiding students as they take the lead in shaping their organization's future. With your support, RSOs can maintain momentum year to year and continue to grow as student-led communities that thrive.

LEADERSHIP TRANSITION CHECKLIST

Use this checklist to support and guide your RSO through a smooth and effective leadership transition process:

Before Transition

- Remind current officers to begin planning for transition at least 4-6 weeks before the end of their term.
- Encourage officers to update governing documents (constitution/bylaws, position descriptions).
- Ask leaders to gather and organize important documents (meeting notes, event plans, financial records, logins/passwords, etc.).
- Support the selection/election of new officers in accordance with the RSO's constitution.

Transition Meeting

- Encourage or help facilitate a transition meeting between outgoing and incoming officers.
- Recommend outgoing leaders share:
 - Key responsibilities and expectations for each role.
 - Upcoming deadlines, events, and challenges.
 - Campus contacts and important university procedures.
 - Lessons learned, wins, and areas for improvement.
- Offer to attend the meeting or provide a transition framework.

After Transition

- Meet briefly with new officers to offer congratulations and early support.
- Ensure new leaders know how to access campus resources (e.g., RSO registration, room reservations, funding).
- Encourage them to set initial goals and build a leadership team culture.
- Remind them that your role is supportive—you're there to guide, not direct.



CONFLICT RESOLUTION

Conflict is a natural part of any group dynamic, especially in student organizations where members come together with different personalities, leadership styles, and levels of experience. While conflict can feel disruptive, it also presents a valuable opportunity for growth, learning, and improved communication. As an advisor, your role is not to solve conflicts for students, but to support and guide them through the process of addressing issues constructively and respectfully.

Encourage student leaders to address conflict early, before tensions escalate. Often, small misunderstandings can grow into larger issues when they're ignored. You can help students understand the importance of open, honest, and direct communication. If you're made aware of conflict within the organization, your first step should be to listen impartially and avoid taking sides. Try to understand the perspectives of everyone involved and offer a calm, neutral space for dialogue if needed.

When appropriate, advisors can help facilitate conversations between members by guiding them toward respectful communication, focusing on facts over emotions, and keeping the group's mission and shared goals at the center of the discussion. Encourage students to use "I" statements, listen actively, and work collaboratively toward solutions. You might also help them recognize patterns or underlying issues such as role confusion, unmet expectations, or lack of accountability.

In cases where conflict threatens the health of the organization or creates a hostile environment, you may need to escalate the situation by connecting the group with campus resources such as the Leadership Center or the Office of Student Conduct. Remind students that seeking support is not a sign of failure—it's a step toward resolution and long-term stability. If no progress is made, it is recommended to move forward by referring to any procedures for removal of a member that may be laid out in the organization's constitution.

Ultimately, your presence as a trusted, neutral advisor can help students approach conflict with maturity and confidence. With your guidance, student leaders can learn how to manage disagreements in a way that strengthens relationships, enhances group cohesion, and prepares them for real-world leadership beyond the university setting.





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Registered Student Organization

HELPFUL CONTACTS

General RSO Questions

- Assistant Director of Student Activities, rso@AState.edu

On-Campus RSO Accounts

- Student Affairs Budget Specialist, rsoaccounts@AState.edu

Action Fund

- Action Fund Commissioner, actionfund@smail.AState.edu

Reng Student Union Events

- Union Events Coordinator, unionevents@AState.edu

Catering and Dining

- Sodexo, catering@AState.edu

Fundraising

- University Advancement - advancement@AState.edu
- A-State Alumni Association - alumni@AState.edu
- ASU System Foundation -
<https://asusystemfoundation.org/contact>
- Marketplace - marketplace@AState.edu

Back the Pack

- Director of Annual Giving, backthepack@AState.edu

