



RSO 101



Fall 2023



Student Experience Center Staff

- Kara Brown, Assistant Vice Chancellor for Student Affairs & Director
- Corrigan Revels, Assistant Director for Student Leadership & Development
- Courtney Hicks, Assistant Director for Fraternity & Sorority Life
- Nancy Hyde, Trojan Works Coordinator
- Amy Johnson, Student Development Specialist
- Benny Scroggin, Graphic Artist

This is your
primary contact
regarding RSOs!

ccrevels
@ualr.edu
(501) 916-3308

studentexperience
@ualr.edu

This is your
primary contact
regarding RSO
spending!

akjohnson
@ualr.edu
(501) 916-3308

Visit the [RSO website](#) to find links to all of the necessary forms and a directory of all the RSOs!

Regulating Policies

All RSOs must...

Fill out an annual Organization
Registration Form

- Registered Organizations appear in the Directory
 - RSOs can host events
 - RSOs have access to funding
 - RSO officers get added to the RSO group and receive emails with important information!
-

All RSOs must...

Have a full-time UA Little Rock Faculty or Staff member as an advisor

- The [advisor agreement form](#) must be kept up to date
 - Students must be the primary agent(s) operating the RSO (Registered *Student* Organization)
 - Forms, purchases, event management, etc. will not be accepted from Advisors; forms must be filled out and managed by students
-

All RSOs must...

Handy QR Code!



Keep an attendance list at ALL meetings and events

- This is extremely important due to the possible need for Covid tracing!
 - You can share the link to an [attendance form](#) that will be easy to fill out on phones
 - If you choose to not use the link, the attendance list must include the phone numbers of the attendees and be submitted to the Student Experience Center within 48 hours
-

RSOs may not...

**Begin their name with UALR or UA
Little Rock _____**

- This implies that you are an organization led by UA Little Rock instead of a student-led organization
- You may call your organization _____ at UALR or _____ at UA Little Rock



TrojanEngage RSO Training

EXPECT MORE

Registering Your Group on the Website

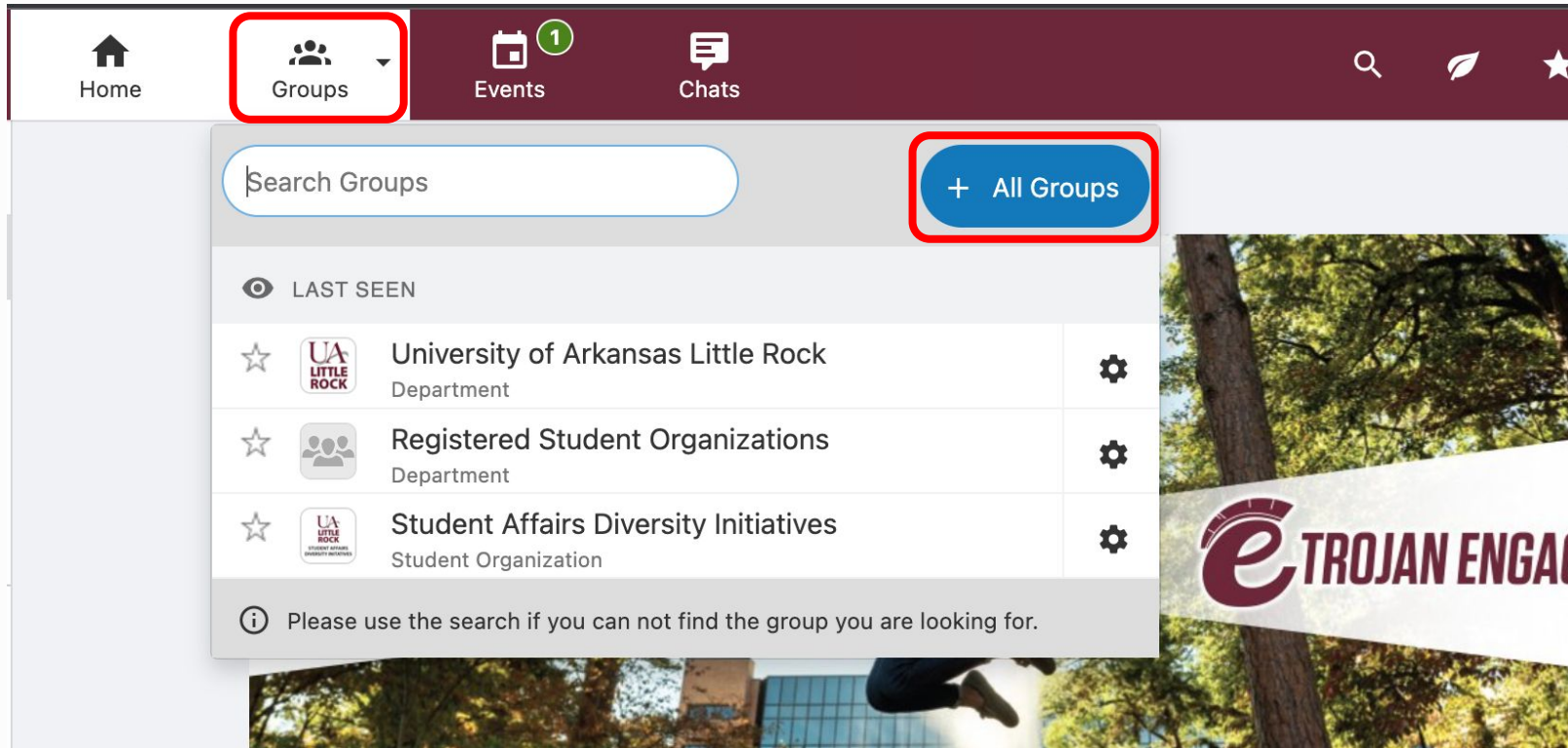
Registering a New Group

This feature allows students to send a group Registration request.

1. Select the Groups icon in the top navigation bar and then select **All Groups**
2. Click on **Register New Student Organizations**
3. Fill in the **Group Registration Details** with the group's information
4. Answer the **Registration Form** and click **submit**

The registration will then be reviewed by the platform's Administrators before being activated.

Select the Groups icon in the top navigation bar and then select All Groups



Click on Register New Student Organizations

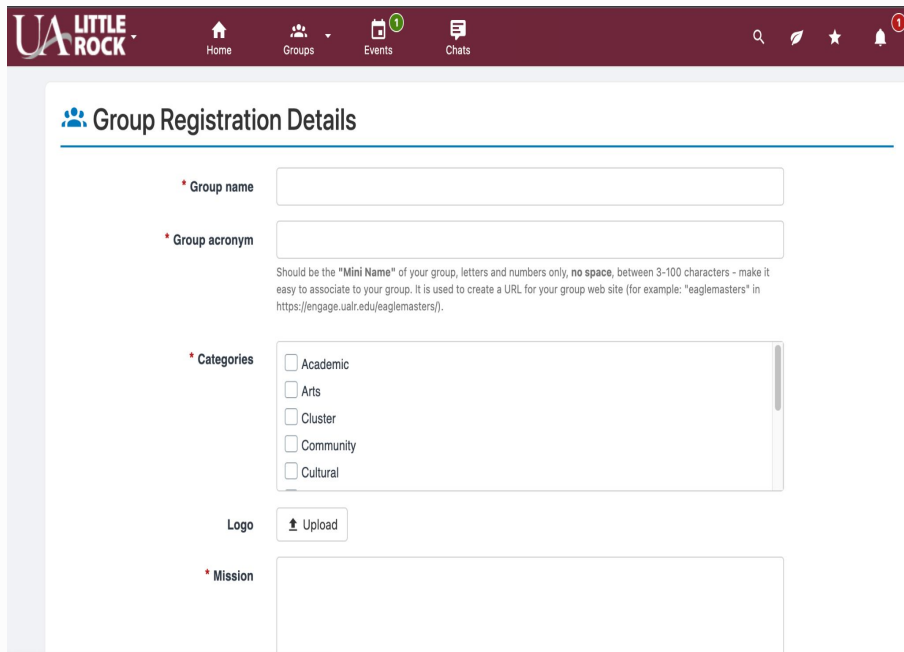
GROUP REGISTRATION

Please click on the button below to start your group registration.

+ Register new Student Organization

+ Register new Greek Life

Answer the Registration Form and click submit



The screenshot shows the 'Group Registration Details' form on the UA Little Rock website. The form includes the following fields and options:

- Group name:** A text input field.
- Group acronym:** A text input field. Below it, a note states: "Should be the 'Mini Name' of your group, letters and numbers only, no space, between 3-100 characters - make it easy to associate to your group. It is used to create a URL for your group web site (for example: 'eaglemasters' in <https://engage.ualr.edu/eaglemasters/>).
- Categories:** A list of checkboxes for 'Academic', 'Arts', 'Cluster', 'Community', and 'Cultural'.
- Logo:** A button with an upload icon and the text 'Upload'.
- Mission:** A large text area for writing the group's mission statement.

- You will be required to have a unique group acronym of at least three letters, a mission statement, and a group constitution.
- In order to activate your group you will need to list your advisor, president, vice president, and treasurer. You will be required to list two additional members, for a total of five. You will be able to add all additional members once the registration has been approved.

The registration will then be reviewed by the platform's Administrators before being activated.

Submitting an Event Form

How to submit an event form

Group members have the opportunity to request events through groups in which they are members.

1. Log in on TrojanEngage
2. Click on **Events**
3. Click on **Create Event**
4. Add the required information
5. Click **Create Event**

The form will be sent to staff members for approval.

Click on Events and then Create Events

Home

Groups

Events ¹

Chats

Search

Leaf

Star

1

Profile

Events (1)

Create Event

Subscribe

Sync

Download

Calendar

Search Events

Q

Upcoming

- Group -

- Group T...

- Categor...

- Event Ty...

- Location Type -

From Date

To Date

Add the necessary information. Then click Create Event.

Home

Registered S...

Events

Chats

1 What

* Event Name

* Description i

✓ Detailed description (HTML design)

* Event Type

- Select -

Event Tags

- Select -

Organizing Team

* Event

Delete

Save as Draft

Create Event

Event Activity Log

Fill out the Approval forms with appropriate attachments.



Event Approval Form

Group Type *

Do you plan to serve food at your event that was not purchased from Sodexo? *

☐ Yes

☐ No

Do you plan to use university funds off-campus at your event for food, activities, or facilities? *

☐ Yes

☐ No

Does your event require you to travel on behalf of your organization? *

☐ Yes

☐ No

Would you like your event to be share on the Student Experience Center's social media? If so, please attach your flyer. The flyer must contain the following information: Who, What, Where, When, and Contact information (social handle, phone or email).

Upload file

**The form will be sent to staff members for approval.
For now you will still need to submit a separate request with
Conference Services to book your space on campus.**

Tracking attendance

How to track attendance

Group members have the opportunity to request events through groups in which they are members.

1. In your organization's dashboard, click on **Events**
2. Click on the **gray cog** to manage the event
3. Select **Check-in Attendees**
4. Select your method for checking in attendees

The blue box at the top of the page can give you additional information about how each type of check-in method is used.

Select the Gray Cog to manage your event



RSO 101 **TODAY**

🕒 Wed, Sep 6, 2023
12 PM – 1 PM

📍 Leadership Lounge (DSC 216)

Training

[Edit Event Tags](#)

0
Registered -
Sales

[✎ Edit](#) [⚙️](#) [⋮](#)

Created on: Wed, Jun 7, 2023



RSO 101 **TODAY**

🕒 Wed, Sep 6, 2023
6 PM – 7 PM

📍 Leadership Lounge (DSC 216)

Training

[Edit Event Tags](#)

2
Registered -
Sales

[✎ Edit](#) [⚙️](#) [⋮](#)

Created on: Tue, Sep 5, 2023




Click Check-in Attendees

How to track attendance with a laptop

How to track attendance with a mobile

How to activate self check-in

 RSO 101 **TODAY**


 Copy Link

 Edit

 Preview

 Check-in Attendees

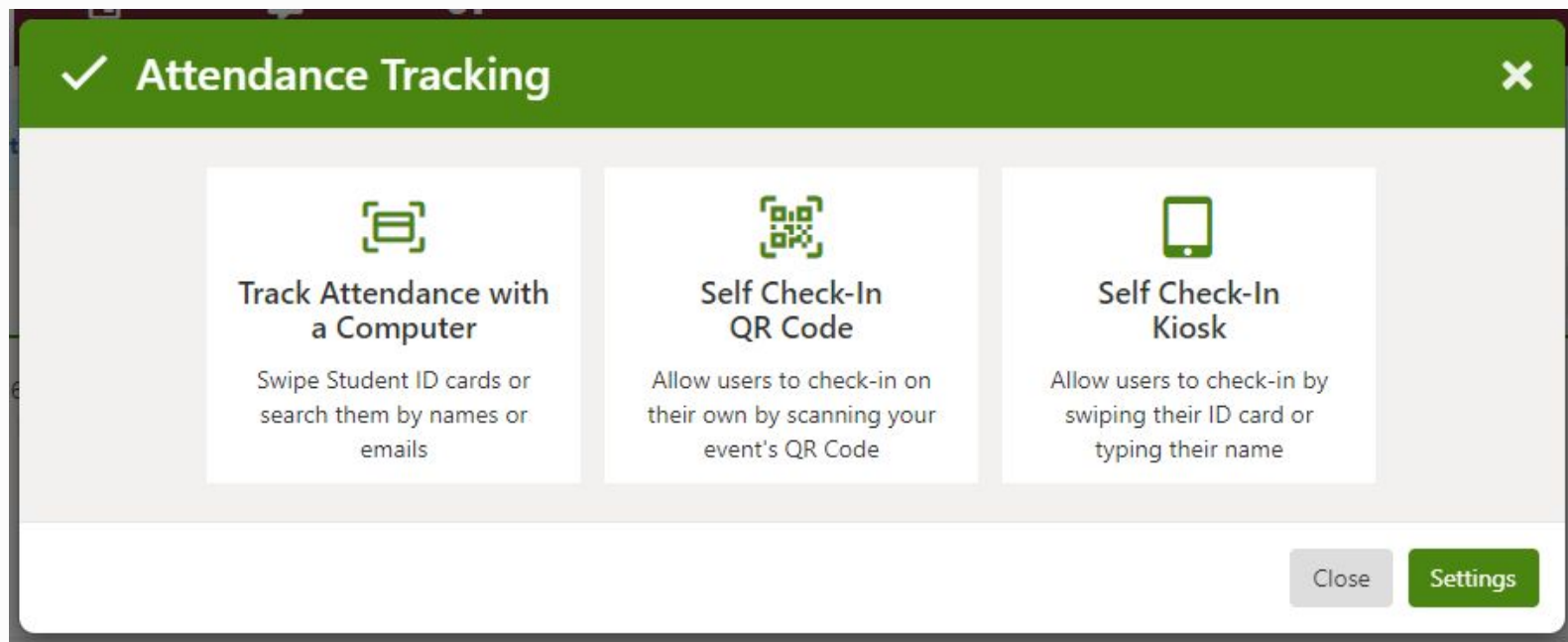


 Wed, Sep 6, 2023
12 PM – 1 PM

 Leadership Lounge (DSC 216)

0
Registered

Select your method of check-in



RSO Funding 101



Your Guide
to funding
for the
2023-24
academic
year!

Everything that you need to know about completing a funding application can be found on the [Funding Application website](#). However, all applications will be submitted through Trojan Engage!

Organization Resources

[Organization Directory](#)

[Student Activities Board](#)

[Starting a Student Organization](#)

[Student Org Forms](#)

[> Funding Application](#)

[FAQ](#)

[Fraternity & Sorority Life](#)

Funding Applications

Active registered student organizations that are in good standing and have completed RSO 101 and passed the quiz during the 2023-24 academic year are eligible to apply for funding through the Student Experience Center. This funding will be available for the entire academic year. The [Funding 101](#) presentation will be helpful in working on your funding application. Funding applications will be accepted from September 6, 2023 beginning at 1:00 p.m. to September 20, 2023 at 11:45 p.m. Funding will be allotted by October 1, 2023, and will run through May 1, 2024. Student organizations that are associated with outside sources of University funding are not eligible for RSO funding. All funding applications must be completed through [Trojan Engage!](#) If you have any issues or questions, please reach out to the Student Experience Center at (501) 916-3308 or studentexperience@ualr.edu. We are here to help!

Instructions for submitting your funding application:

- Make sure your organization is registered on Trojan Engage. If you do not see your group listed in the [Organization Directory](#), then your registration is not complete.
- Earn the "RSO certified" badge for your student organization. This badge is earned when two members of your student organization complete the [RSO 101 quiz](#) in Trojan Engage with a score of 100%.
- Download and fill out a [budget spreadsheet](#). Be accurate and specific!! Consult the Funding 101 presentation for an example.
- Complete the [RSO Funding 2023-24](#) application in Trojan Engage.

Here are the instructions for what happens after completing your application:

- Applications for funding open on September 6, 2023. All applications must be completed and submitted by 11:45 p.m. on September 20, 2023. Late or incomplete applications will not be considered.
- You will receive all communication regarding your funding application to the UA Little Rock email listed in your application. Please check your email for all updates and instructions.
- Funding for the 2023-24 academic year will be awarded by October 1, 2023. In the event that we have questions about your funding request, we will contact you.
- At the end of the allocation cycle, you will receive an email detailing the amount of funding you have been allocated.

Requirements

- The student organization must be currently registered as a student organization or a Greek organization in Trojan Engage.
- At least two **current** members of the student organization must have completed the RSO 101 quiz during the 2023-24 academic year with a score of 100%.
- The 2023-24 Funding application must be completed, including a budget spreadsheet, and submitted by September 20, 2023 at 11:45 p.m.

You can check your registration in the [Organization Directory](#). If you do not see your group listed, then your registration has not been completed.

If your group has the RSO certified badge, then two members of your group have completed the RSO 101 quiz.



Budget Spreadsheet

- The Budget Spreadsheet should be a fairly accurate spreadsheet of what you are requesting.
- The Budget Spreadsheet should be specific and well researched. While the budget is an estimate of costs, the actual costs cannot significantly exceed those estimates.
- Please check out the examples on the following

	A	B	C	D	E
1	RSO Name				
2	List your item costs and programming breakdowns here. Be as specific as you can.				Expected Cost
3	Operating Budget				
4					
5					
6					
7					
8					
9					
10					
11	Operating Total				\$0.00
12	Programming Budget				
13					
14					
15					
16					
17					
18					
19					
20					
21					
22	Programming Total				\$0.00
23	Total Budget Request				\$0.00
24					

+

≡

Application Instructions ▾

Budget Costs ▾

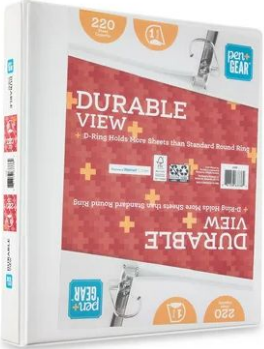
RSO Name	Crochet Club
List your item costs and programming breakdowns here. Be as specific as you can.	Expected Cost
Operating Budget	
Office Supplies	\$100.00
Meeting Supplies	\$150.00
Operating Total	\$250.00
Programming Budget	


These requests are too generic. Most likely, these types of will not be funded for this budget application process.

Notice that this request is much more specific. It has accurate estimates of costs. I know that costs can fluctuate, but these costs will not deviate significantly.


RSO Name	Crochet Club
List your item costs and programming breakdowns here. Be as specific as you can.	Expected Cost
Operating Budget	
Three binders (one for each officer)	\$11.76
2 crochet for beginners books	\$24.00
8 skeins of yarn	\$20.00
8 crochet hooks	\$24.00
Operating Total	\$79.76
Programming Budget	

How I got those estimated costs




Pen+Gear
Pen+Gear Durable View 3-Ring Binder, 1"D Ring, White
★★★★★ (4.5) 435 reviews
\$3.92
Price when purchased online ⓘ
[Add to cart](#)
Actual Color: White


Best Seller

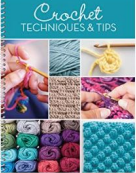


Sponsored ⓘ
Crochet for Absolute Beginners: A Complete Guide of Crochet with step by step instructions and Crochet Projects by Marnie Anderson
★★★★★ ~ 246
Paperback
\$15⁹²
FREE delivery Mon, Dec 5




Sponsored ⓘ
Crochet for Beginners: A Complete Guide to learn the art of Crochet with All the Tips, Tricks, And Projects Ideas by Tea Weber
★★★★★ ~ 224
Paperback
\$13⁸⁰
FREE delivery Mon, Dec 5
Or fastest delivery Thu, Dec 1


Best Seller





Sponsored ⓘ
Crochet Techniques & Tips by Publications International Ltd.
★★★★★ ~ 5,795
Spiral-bound
\$7⁶⁴
FREE delivery Mon, Dec 5
Or fastest delivery Tomorrow, Nov 30



Sponsored ⓘ
Crochet for Beginners: From Basics Stitches to Your First Amigurumi | Gradually Improve Your Skills With 10 Easy-To-Follow Projects and... by Crafterie Press and Luisa De Santi
★★★★★ ~ 222
Paperback
\$12⁹⁹
FREE delivery Mon, Dec 5
Or fastest delivery Thu, Dec 1



Yarn & Needle Arts | Yarn | Value Yarn
Big Twist Value Worsted Yarn
by Big Twist | Item # 16800807
4.5 (535) [Write a review](#) [Share](#) ⓘ
\$2.49 ~~\$4.49~~ ea. **You save \$2.00!**
Save up to \$50 when you pay with [Klarna](#). [Learn More](#)
2.49 Big Twist Value Yarn - Doorbuster
52 colors/styles | Deep Red




Wright Products Boye 235001MM Plastic Crochet Hook Set, Sizes L11 to P16
Visit the Wright Products Store
★★★★★ ~ 365 ratings
-32% **\$11⁹⁵**
List Price: \$17.99 ⓘ
With Amazon Business, you would have saved \$419.65 in the last year. Create a free account and save up to 16% today. Available at a lower price from other sellers that may not offer free Prime shipping.
Size: L11 to P16
Material: Plastic
Brand: Wright Products
Color: Pink
Handle Material: Plastic
About this item

- Boye-Jumbo Plastic Crochet Hook Set
- These plastic crochet hooks are low cost and lightweight- perfect for a beginner
- This product is imported
- Package dimensions : 7.5 inches (H) x 0.54 inches (L) x 5.25 inches (W)

[Report incorrect product information.](#)

FREE delivery December 5 & Details
Deliver to Amy - Little Rock 72204
Only 2 left in stock - order soon.
Qty: 1 ⓘ
[Add to Cart](#)
[Buy Now](#)
Secure transaction
Ships from: treasureandmem...
Sold by: treasureandmem...
Details
Return policy: Returnable until Jan 31, 2025 -
[Get it faster](#)
\$12²²
FREE delivery: Monday, Dec 5
Ships from: Amazon
Sold by: WYKHome

Programming Budget

- Programming costs include any costs that are not for the general operation of your organization, including travel and campus-wide events.
- We encourage every student organization to host a campus-wide event.
- Organizations without a clearly displayed campus-wide event in their programming budget will not be eligible for any promotional materials, including shirts.

Operating Total		\$171.19
Programming Budget		
Crochet 101: March 1, 2023 at 2:00 p.m. in the Ledbetters		
16 skiens of yarn		\$40.00
16 crochet hooks		\$48.00
3 pizzas (from Sodexo)		\$45.00
Sodas (from Sodexo)		\$35.80
Thank you card for guest speaker		\$2.49
	Programming Total	\$171.29

Again, note the specificity of all the requests and the accurate estimates. This programming budget also clearly demonstrates that this organization has begun programming for the upcoming semester.

Do not include the following items in your budget:

- Any food not from Sodexo, including candy, drinks, etc. You cannot purchase any food through your budget that is not from Sodexo unless you already have an approved catering waiver.
- Alcohol
- Printing that is not from on-campus Printing Services
- Personal items
- Items to donate
- Items for fundraisers
- Items that do not directly benefit the students of UA Little Rock


Check out Sodexo's menu [here](#). They are also willing to work with you on custom orders.

Everytime you bring off-campus food to an event, you will need to submit a [Catering Waiver form](#). You can bring non-Sodexo food on campus if it is donated or you pay for it yourself, and the waiver will not cost you a fee. However, if you want to buy non-Sodexo food from your budget, you will need to have an approved [Catering Waiver form](#) for that event before you submit your budget. Depending on the event, Sodexo will charge a fee for a catering waiver, and those fees cannot be paid for out of your budget either.

We were allotted money! Now what?

Congratulations! Once you and your RSO have decided what you need, here is how you go about spending your money:

1. Contact Amy Johnson (akjohnson@ualr.edu) with what you are needing.
2. She will make the purchase on your behalf.
3. She will contact you when the purchase is available for pickup at the Student Experience Center.



NEVER make purchases on behalf of your student organization and expect to be reimbursed for the purchase. IT WILL NOT HAPPEN!

Purchasing items that are not generic retail items:

Food

1. Look over the Sodexo [menu](#). Make a list of the items and quantities that you would like to order. If you do not find what you are looking for on the the menu, please include the item and amount at the end.
2. Email that list to Amy Johnson at least one week before the event at which the food will be served.
3. Amy Johnson will contact you with any questions and email you the confirmation for the order.

Travel

1. Before proceeding with any budgeted travel, schedule a meeting with Amy Johnson to go over the details of the request. This meeting must take place at least two week before any registration dates close.
2. Submit a [Student Trip Authorization](#) and any needed [Driver Authorization Forms](#) to Amy Johnson. These must be submitted at least one month prior to any departure dates.

Shirts or other promotional items

1. If you are approved for shirts or other promotional items, you will need to email the artwork for approval to Amy Johnson at the earliest possible time.
2. If your artwork is approved, you will need to begin soliciting bids. You may solicit bids from any of the approved suppliers listed [here](#). Suppliers that are not listed here will not count as a bid
3. You will need at least three solicited [bids](#) before you can place an order. Since Staples is a preferred supplier of UA Little Rock, you do not need to solicit any additional bids if you plan to order from them. However, they are not always the least expensive option, and you want to manage your budget as wisely as possible.
4. The bids you collect, in addition to the [bid tabulation](#), will need to be submitted to Amy Johnson at least four weeks prior to when the shirts will be needed. Please note that this is a lengthy process and the more time you give yourselves, the better the results will be.

Got More Questions?

Please reach out to Amy Johnson in the Student Experience Center (DSC 216) at (501) 916-3308 or akjohnson@ualr.edu. I am here to help!

On-Campus Events

On-Campus Event Forms

Conference Services
books the DSC, SSC
Auditorium, and the Mall;
Records and Registration
covers academic spaces;
and Campus Living covers
Housing and contained
areas.

- All activities require an event form to be filled out
 - Must be submitted **five business days before** your event
 - You also need an approved event form to reserve space with Conference Services (DSC, Campus Living, Records and Registration, or other spaces on campus
-

Promoting your Event

- All flyers and promotional materials must be approved and stamped by the Student Experience Center
 - Flyers and promotional materials that are intended to be posted in campus living must be approved separately through the Campus Living Office once they have been approved by the Student Experience Center
 - Contact the [relevant parties](#) if you are interested in having your approved flyer posted on the plasma screens throughout campus
-

Digital Promotions


Check us out at @ualrsec
or on facebook at Student
Experience Center - UA
Little Rock

Who can see this event?

- ☒ Everyone
- ☐ Logged on users only
- ☐ Group members only
- ☐ Just the people who are allowed to register
- ☐ No one (always hide from the calendar)

☒ Display on the Upcoming Events slider (on the home page)

Would you like your event to be share on the Student Experience Center's social media? If so, please attach your flyer. The flyer must contain the following information: Who, What, Where, When, and Contact information (social handle, phone or email).

 Upload file

- If you would like to promote your meeting or event via the SEC social media, please submit the flyer under the proper question on the event form in Trojan Engage.
- If you select that everyone can see your event during the event registration, the event will be automatically added to the UA Little Rock calendar of events as well as the events slider on Trojan Engage.

On- Campus Event Checklist

- ❑ Plan the event
 - ❑ Set Location, Time, Date, etc.
 - ❑ Begin process to reserve space
 - ❑ [DSC-Astra](#)
 - ❑ [Classroom](#)
 - ❑ [Commons/Village](#)
 - ❑ Complete the [Event Form](#)
 - ❑ **At least 5 business** days (1 week) prior to the event
 - ❑ Submit flyer/posts for approval
 - ❑ **Do not** post flyer on social media or physical location before it is approved.
 - ❑ Email to studentexperience@ualr.edu for approval of social media posts and bring printed materials by DSC 216 to be stamped for approval
-

Off-Campus Events

Off-Campus Event Checklist

- ❑ Plan the event
 - ❑ Set Location, Time, Date, etc.
 - ❑ Complete Event Form
 - ❑ At least 5 business days (1 week) prior to the event
 - ❑ Submit flyer/posts for approval
 - ❑ **Do not** post flyer on social media or physical location before it is approved
 - ❑ Email to studentexperience@ualr.edu for approval of social media posts and bring printed materials by DSC 216 to be stamped for approval
 - ❑ Complete Special Meeting Form if spending allocated fundsent)
-

Resources Available for Check-out in the Student Experience Center

- Board games
- Yard games
- Speakers
- iPads

You may check out resources for approved events for up to 48 hours without further approval. Bring your student ID with you when checking out resources.

Why is this all so important?



Why all the Rules?

- RSO Funds are state dollars, (paid by students), which are held to a higher standard of review and accountability
 - This lessens the liability for all parties involved (particularly your organization which you are running) and makes sure events are taking place under safe guidelines and without unnecessary risk
-

What happens if I break the rules?

The University reserves the right to revoke recognition status, limit activities, or otherwise restrict involvement as a student organization at **any time for any reason.**

Generally, but necessarily always:

- STRIKE ONE: Your organization will receive a warning
 - STRIKE TWO: We will hold a meeting to discuss the issues that are taking place and possible solutions and sanctions
 - STRIKE THREE: A meeting to discuss imposing more severe sanctions, possibly including suspension
-

Got More Questions?

Great! We are here to help! Email, call, or drop by the Student Experience Center
(studentexperience@ualr.edu or 916-3308 or DSC 216).

The simplest way to know if
you are doing everything right
is to simply ask!