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THE UNIVERSITY *of*
MISSISSIPPI

RSO Advisor Guide

Ole Miss

The Gertrude C. Ford
Ole Miss Student Union

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Welcome from the Dean of Students

Dear Colleagues,

Thank you for agreeing to serve as an advisor for one of over 380 Registered Student Organizations (RSOs) at the University of Mississippi. As you are well aware, student involvement in campus organizations is a hallmark of their experience at our institution, as students are able to gain valuable skills and perspectives that will serve them well now and into the future. In nearly every instance, our most effective RSOs are successful due to the investment and involvement of advisors. You play an integral role in asking great questions, providing sound guidance, and supporting the students behind the scenes.

The Division of Student Affairs centers its work around four Core Values: Students First, Everyone Speaks, Embrace Differences, and Lead with Learning. Serving as an RSO advisor affords you with the opportunity to further these values, and your partnership in this effort is critically important.

I hope you find the resources in this RSO Advisor Handbook to be helpful. The staff in the Gertrude C. Ford Ole Miss Student Union stands ready to support you and your RSO members, so please do not hesitate to reach out to them or to me. Have a great year!

Hotty Toddy!

Brent A. Marsh, Ph.D.

Assistant Vice Chancellor for Student Affairs
and Dean of Students

Your Role & Responsibilities

The Division of Student Affairs and Ole Miss Student Union Office view supporting student leaders and their organizations as a team effort. As an RSO Advisor, you should be accessible and invested in the well-being and success of the organization. The Student Union Office is committed to providing you support in the continued development of your students and empowering them to lead a successful organization. Remember, RSOs are student led. Advisors should be present to assist students in making decisions, but student leaders should be the ones making most if not all decisions, event submissions, re-registrations, etc.

Advisor and President Expectations

- Set general expectations for the advisor and student relationship before the start of the academic year.
- Determine the frequency at which student leaders and the advisor will meet. Some advisors find it necessary to meet for weekly 1-on-1s with their presidents.
- Understand the financial status of the organization and funding/purchase processes.
- Review and update the organization's constitution as well as review relevant RSO policy updates.
- Discuss RSO re-registration and officer transition processes prior to the end of each academic year.

Center for Student Organizations and Engagement



Student Organizations and Engagement

The Center for Student Organizations and Engagement is a space, located on the first floor of the Union alongside Fraternity & Sorority Life, dedicated specifically to Registered Student Organizations. This is the perfect space for small group/committee meetings and general RSO work. Space is available on a first-come-first-serve basis and is not reservable.

Features & Resources:

Nearly 3,000 square feet of space for student organizations to utilize

Work areas include large 16 person high top tables, small group meeting tables, and casual lounge furniture

Free RSO Locker space available to reserve for the academic year.

Leadership & Engagement Ambassadors staffing the space to answer questions, assist with ForUM management, guide organizations, help connect them with available resources, etc.

Contact:

Dugan Walker

Coordinator of Student Engagement

Email: Dugan@olemiss.edu

Phone: 662-915-1044

Do's & Don't's

Advising student organizations provides different experiences and challenges every day. There are a few things that are encouraged and discouraged when it comes to advising RSOs.

Do

- Make use of the Student Union office. Reach out with questions about advising, using the ForUM, or other challenges.
- Assist officers with procedural matters.
- Understand the group's purpose and constitution to help students adhere to those goals/processes.
- Empower students to take responsibility and find satisfaction in organization success.
- Allow students to make decisions. Let them lead their group with your guidance/advice.
- Develop clear, defined expectations with students of your role within the organization.
- Help resolve conflict within the group.
- Be visible and choose to attend meetings and events.
- Help your group set realistic goals and encourage them to hold each other accountable.

Don't

- Act as the president of the group. Avoid stepping into student leadership roles, even in the absence of that student leadership.
- Feel the need to know the answer to every question or solution to every problem.
- Impose your opinions on student leaders.
- Smother the group, act like a parent, or present more problems than solutions.
- Be afraid to let the group try new ideas.
- Lose an objective viewpoint for the good of the group.
- Allow membership recruitment efforts to disappear.
- Assume the group doesn't need you around.
- Assume the group's needs, characteristics, and attitudes will remain the same year to year.
- Avoid meetings and organization events.

RSO Requirements

Registration/Re-Registration

New Organizations

What is needed for new organization approval:

- AT LEAST THREE student members. These can be undergraduate or post-graduate students.
- A constitution/bylaws. A template for organizations to use is located on the Student Union website (union.olemiss.edu).
- A full-time UM Faculty Staff Advisor. Additional off-campus advisors are allowed.

New Organization Registration Steps:

Student leaders should be responsible for submitting registrations

1. Log in to the ForUM using their WebID and Password.
2. Select the menu button in the top left.
3. Select "Organizations"
4. Select "Register an Organization"
5. Select the blue "Register a New Organization" at the bottom of the screen.
6. Follow the prompts.



RSO Requirements

New Organizations

Next Steps:

1. Once the students submit their new organization registration, it will come to the Student Union Office for approval. We will check to ensure all documents are present and that the organization complies with University Policies regarding RSOs. We will also follow up with the listed advisor (you) and confirm that you agreed to serve in that role. The student who submitted the form will receive email updates from the ForUM as we move through the approval process.
2. After the organization is approved, the RSO will have to attend an RSO Orientation. These are required once per academic year. The president and one other officer are required to attend; however, we encourage all officers and advisors to attend to remain well informed.
3. Additional workshops, training, and orientations are available depending on the goals and needs of the RSO. This includes the Student Activity Fee Orientation, allowing the RSO to receive funding from ASB. Information for those programs will be included in the Weekly Leader Newsletter and on our website.



RSO Requirements

Existing Organizations


Re-Registration Steps:

Student leaders should be responsible for submitting registrations

1. Log in to the ForUM using their WebID and Password.
2. Select the menu button in the top left.
3. Select "Organizations"
4. Select "Register an Organization"
5. Under "Re-Register Existing," search for your organization and select the blue "re-register" button next to its name.
6. Follow the prompts.

Register an Organization

Re-Register Existing

 Find an organization to re-register

Academy of Managed Care Pharmacy Available	RE-REGISTER
ACS on Campus Not Available	
Active Minds UM Available	RE-REGISTER
African Caribbean Student Association Available	RE-REGISTER
AllWalks@OleMiss Available	RE-REGISTER

NEXT >

RSO Requirements

Existing Organizations

Next Steps:

1. Once the students submit their re-registration, it will come to the Student Union Office for approval. We will check to ensure all documents are present and that the organization complies with University Policies regarding RSOs. We will also follow up with the listed advisor (you) and confirm that you agreed to serve in that role. The student who submitted the form will receive email updates from the ForUM as we move through the approval process.
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RSO Requirements

Event Registration

Why we have event registration:

Event Registration is the process used to support Registered Student Organizations (RSOs) in hosting safe and successful events. Through this process, RSOs are connected with appropriate campus partners and/or local agencies to ensure they have covered all aspects of what is needed in relation to the event. Completion of the Event Registration Submission does not mean that the event is permitted to take place. Rather, it puts the University on notice that an RSO desires to hold an event and allows staff in the Student Union to assist in connecting the group to departments whose input is required or who might need additional information prior to approval.

Event registration also increases publicity for the RSO with the event showing up on the RSO events calendar, being included in the Weekly Leader, and often being highlighted on our Student Involvement Instagram @UM_GetInvolved.

Events That Require Registration:

If an RSO's event meets any one (or more) of the following criteria, event registration with the Student Union is required:

- Alcoholic beverages will be present at the event (be sure to review the University's Alcohol Policy pertaining to student organizations as well as local, state, and federal laws pertaining to alcohol);
- More than 150 individuals are expected to be in attendance at the event;
- The event will be held outdoors;
- The event is open to off-campus guests; and/or
- The event will take place outside the Lafayette, Oxford, and University (LOU) area.

Failure to register an event that meets any of the above criteria will result in that RSO's referral to the Office of Conflict Resolution & Student Conduct.

RSO Requirements

What is your role in Student Organization event registration?

Similar to the registration/re-registration of RSOs each year, students should be the ones who submit these event registrations. As an advisor, you should ensure they understand the requirements and which events they MUST register for. This is covered during the required RSO Orientation but students may need additional reminders.

In addition, assistance with contracts for venues and/or third-party vendors, budgeting, as well as event logistics, is helpful. They should be planning their events but ensuring they don't forget necessary details like reservations, funding requests, and communication with the student union office is important.

Contacts:

Dugan Walker

Coordinator of Student Engagement

Email: Dugan@olemiss.edu

CPH, Club Sports, Sponsored Orgs, & Traditional RSOs

Jordain Lang

Assistant Director of Student Activities

Email: Jlang@olemiss.edu

IFC & NPHC

**Event Registration
& Planning Resources**



RSO Requirements

Event Monitor Training

The University of Mississippi, in accordance with our RSO Event Registration Policy, requires certain events to have event monitors. Event Monitors are members of an organization who have completed the required training in event safety. These trainings are hosted by the Student Union office, which coordinates with various campus partners, to ensure Event Monitors have been provided with the resources necessary to act should a problem occur during their event. Information about Event Monitor Trainings will be included in the Weekly Leader Newsletter references in the "Additional Resources" section.

When are Event Monitors required?

Event Monitors are required whenever an event has alcohol present and/or has an expected attendance of over 150 guests. When an event meets these criteria, an Event Monitor will be required for every 50 guests. These Event Monitors can work in shifts, however, that minimum number of Event Monitors MUST be present at all times.

Example:

An RSO is hosting a social at the Lyric on the Square with 250 guests. Even though this event does not have alcohol present, it requires AT LEAST five Event Monitors to be present at any time. For a longer event, this organization could have two shifts of Event Monitors. This would require 10 students to ensure each shift has at least five Event Monitors.

Who can be an Event Monitor?

Event Monitors can be any STUDENT MEMBER of the organization (Undergraduate, Graduate, Ph.D., Law, etc.) who is NOT a first-year member. While Faculty/Staff Advisors, Off-Campus Advisors, and Graduate Advisors may assist in monitoring the event, they cannot function as official Event Monitors.

Tabling/Space Reservations

The Ole Miss Student Union provides multiple resources for Registered Student Organizations. Groups can reserve tables on the Grove Sidewalk in front of the Union to push recruitment efforts, raise money, advertise events, etc. There are also various meeting/event spaces for RSOs to reserve for free or at discounted rates.

Table Reservations

Registered Student Organizations can reserve a table on the Grove Sidewalk in front of the Union for free.

Tabling occurs 10:00 am – 4:00 pm on the Grove Sidewalk for RSOs and Campus Departments. 1 table and 2 chairs are provided.

Space Reservations

Registered Student Organizations can reserve rooms in the Student Union for free*.

RSOs can reserve our meeting/classrooms, Union Plaza, Ballroom, and Auditorium 124 inside the Student Union. We also reserve the Grove, the Grove Stage, the Circle, the Quad, and Galtney-Lott plaza.

Catering/Food Policy

Ole Miss Dining Services and Aramark are the preferred caterer for the OMSU facility. Please contact Ole Miss Dining Services for information regarding food service options. Users may not sell food nor contract with an off-campus caterer/vendor to sell food in the OMSU. All non-Aramark food and/or drink requests require approval by the OMSU office prior to space reservation confirmation.

Contact: unionreservations@olemiss.edu

*Student Union ballroom has a \$100 reservation fee for Registered Student Organizations

Table/Space Reservations

Ole Miss.

The Gertrude C. Ford
Ole Miss Student Union

Space
Reservations



Table
Reservations



Policies

There are various campus policies surrounding Registered Student Organizations. Those policies are linked below.

**Registered Student
Organization Overview**



**Event
Registration**

**Registered Student
Organization Conduct**



Policies

Participation in Student
Organizations



Free Inquiry, Expression,
& Assembly



Funding/Finances

Many RSOs do not have a source of funding for events, guest speakers, tshirts, and other items necessary for the year. The Student Activity Fee, included in each student's tuition, is used to fund activities and groups across campus. RSOs can apply for this funding to enable them to better work towards their mission & goal. The Associated Student Body manages that SAF Fund.

Are You Eligible for Funding

To be eligible for RSO Funding, an organization must comply with the following:

- Must be in good standing/active status with the University
- Must complete the required general RSO Orientation hosted by the Student Union
- Must complete the RSO Funding Orientation hosted by ASB
- Must comply with the policies presented by ASB

**Funding Orientation
Dates & Info**



Contacts:

ASB Treasurer

Associated Student Body

Email: asbtreasury@go.olemiss.edu

Phone: 662-915-1044

Recognizing Student Leaders

As an RSO Advisor, you have a unique position to provide support and recognition to students for their co-curricular accomplishments. Here are some easy ways to boost morale, cheer on your students, and ensure they are recognized for their efforts.

- Nominate your students/organization for a Leadership & Engagement Award
- Shout-outs in group meetings or emails for outstanding efforts by individual students or specific groups
- End-of-year appreciation gifts: This often comes in the form of a senior send-off/graduation recognition and/or end-of-year superlatives. Some groups make these superlatives based on professional organization accomplishments while others make funny/entertaining superlatives based on specific stories from throughout the year.
- Buying cords for graduating seniors to wear for graduation.
- Encouraging outstanding members to explore open leadership opportunities in the organization.
- Offer recommendation letters for jobs or post-graduate programs.
- Providing snacks for group meetings.
- Provide opportunities for development specific to each student's goals.
- Simply pass on words of encouragement or praise for a job well done.

Recognizing Student Leaders

Leadership & Engagement Awards

The Leadership & Engagement Awards are awarded by the Associated Student Body at the end of the Spring Semester each Academic Year. Students, Advisors, and Registered Student Organizations can be nominated for various awards based on their achievements throughout the year. Winners of the 2021-2022 Leadership & Engagement Awards are below!

2021-2022 Leadership & Engagement Award Winners

Student Diversity Innovator Award Recipients

Elijah Mudryk
Kelly Li
Kritija Gupta

Outstanding Emerging Leaders

Maddy Ryan
Rachel Broom
Ethan Robertson
Ashley Myers

Emerging Leader of the Year

Ryleigh Anne Felty

Outstanding New Student Organizations

Clinical Experience Network
UM Public Relations Student Society of America
Hill Country Roots
Environmental Coalition

New Student Organization of the Year

Period @UM

Recognizing Student Leaders

2021-2022 Leadership & Engagement Award Winners

Outstanding Student Organization Members

Audrey Sykes

Student Activities Association

Carrol Trent Imbler

Student Activities Association

Olivia Reeves

Student Activities Association

Tonia Aminone

BioMolecular Sciences Student Advocates

Student Organization Member of the Year

Andy Flores

Lott Student Advisory Board

Outstanding Student Organization Events

CASA Encore 2021

College Panhellenic Council

Egg Bowl Philanthropy Week

Interfraternity Council

Hotty Toddy Holidays

Student Activities Association

Virtual Student Organization Event of the Year

Fall 2021 Photo Contest

Saudi Arabian Student Organization (SASO)

Educational Student Organization Event of the Year

Pho Night

University of Mississippi Vietnamese American Student Association (VASA)

Recognizing Student Leaders

2021-2022 Leadership & Engagement Award Winners

Large Scale Student Organization Event of the Year

Dance Marathon 2022

University of Mississippi RebelTHON

Outstanding Student Organizations

RebelTHON

Interfraternity Council

American Association of Pharmaceutical Scientists

Student Veterans Association

Student Organization of the Year

University of Mississippi Vietnamese American Student Association
(VASA)

Outstanding Student Organization Officers

Harrison Grimes

Student Activities Association

Helen Claire Schwartz

Student Personnel Association

Kritika Gupta

Graduate Student Council

Olivia Maurer

RebelTHON

Student Organization Officer of the Year

Mohammed Ahmed

BioMolecular Sciences Student Advocates

Recognizing Student Leaders

2021-2022 Leadership & Engagement Award Winners

Outstanding Student Organization Presidents

Ashley Pruitt

Delta Theta Phi

Rasha Elkanayati

American Association of Pharmaceutical Scientists

Tomayo Berida

BioMolecular Sciences Student Advocates

Student Organization Presidents of the Year

Rachel Hammond

Student Members of the American Chemical Society

Harrison Grimes

RebelTHON

Outstanding Student Organization Advisors

Jordain Lang

Student Activities Association

Will Takewell

RebelTHON

Dr. Melissa Jones

Lott Student Advisory Board

William Teer

UM Chapter of the Andrew Goodman Foundation

Dr. Kristie Willet

BioMolecular Sciences Student Advocates

Student Organization Advisor of the Year

Dr. Melissa Jones

Lott Student Advisory Board

Recognizing Student Leaders

2021-2022 Leadership & Engagement Award Winners

Advisor Live the Creed Award

Haley Anderson

Assistant Director for Leadership Programming

Student Live the Creed Award Recipients

Daneel Konnar

Student Activities Association

James Hirsch

Lott Student Advisory Board & ASB

Elizabeth Swindell

Delta Gamma & Mortar Board

Preston Ray

Student Activities Association & RebelTHON

Unsung Heroes for Student Organizations Recipients

Lt. Shayla McGuire

University Police Department

Beth Beard

Parking & Transportation

Carole Webb

Gertrude C. Ford Ole Miss Student Union

Additional Resources

The Student Union office offers various resources for both Student Leaders and Advisors. Outlined below are some of those options.

- **The Weekly Leader:** This newsletter is sent out on a weekly basis to all RSO officers and Advisors (listed on the organization roster). This list is pulled from the ForUM. The newsletter includes important information and updates regarding RSO management throughout the year. This is also a chance to highlight your group's upcoming events. If you are not receiving the Weekly Leader, email Dugan Walker at dugan@olemiss.edu to subscribe.
- **Facilities Management:** Facilities management is how your organization will order tables, trashcans, power, and any other resources you will need for outdoor events.
- **Flagship Involvement Fair:** The Leadership & Engagement Ambassadors, in conjunction with the Student Union, hosts Flagship Involvement Fairs each Welcome Week to begin the Fall Semester as well as that first week of the Spring Semester. The Student Union, in conjunction with the Admissions office, hosts Flagship Involvement Fairs throughout the summer for Orientation Sessions. Information about signing up will be included in The Weekly Leader Newsletter. For questions, email Dugan Walker at dugan@olemiss.edu.
- **The ForUM:** The University's online involvement platform is the ForUM. This is where all student organization information is housed and where new students are directed to find groups to get involved with. It also serves as the master calendar for University events. We encourage all advisors to be comfortable navigating the ForUM so they can assist student leaders as they update information and submit annual organization re-registrations, event registrations, and various forms for additional RSO opportunities.

Additional Resources

- **RSO Early Grove Tent Set Up:** Ole Miss Student Affairs, the Ole Miss Student Union, and the Athletics Department have worked together to provide Registered Student Organizations with the chance for early set up of a Grove Tent for Gamedays! Groups that want to set up a tent will register for their tent the week leading up to each gameday with the opportunity to set their tent up prior to the Grove Rush each Friday night. Information regarding RSO Early Tent Set Up will be shared via The Weekly Leader newsletter referenced prior in this "Additional Resources" section. For additional information, please email Dugan Walker at dugan@olemiss.edu.

