

Welcome to the RSO Advisor Network (RAN) Newsletter!

Each month you will receive information about Registered Student Organization requirements, tips and tricks from the Center for Student Involvement, resources for your student organizations to use, as well as information to aid you in being a great advisor.

IN THIS EDITION....AUGUST 2018

- ⇒ RSO Resources
- ⇒ RAN Roundtable—Fall 2018
- ⇒ Organization Registration
- ⇒ Get Involved Access
 - ◊ Roster
- ⇒ Advisor's Corner: What's My Role?

RSO RESOURCES

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Available Items in the Resource Room:

- Markers
- Glue Sticks
- Scissors
- Heavy Duty Stapler
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For more information, students can contact cia@uh.edu.

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FALL 2018 RAN ROUNDTABLE



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Lunch will be Provided!

If you are interested in attending please complete the form below by **September 5th at noon** to register for the event and let us know of any dietary restrictions.

[RAN Roundtable Registration](#)

ORGANIZATION REGISTRATION

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Organizations that do not fully complete their registration process by **12 noon on August 24**, will lose all privileges of an RSO, effective September 1, 2018. *This will include, but not limited to, the release of all reservations made through the Student Centers (CARS), access to funding through Activities Funding Board, resource room supplies, etc.*

Organizations that do not fully complete their registration process by **12 noon on September 28**, will be made inactive on Get Involved.

The registration process requires organizations to complete four components:

⇒ Organization Orientation

In this session, we will discuss all of the registration requirements for organizations, applicable policies and procedures, navigating Get Involved, event registration, and resources for RSOs across campus.

⇒ Online Risk Management

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As a Roster Manager you have access to Messaging, Managing Positions, and Managing the Roster. You can access the Roster features by pressing "Manage Organization", and then selecting Roster from the left navigation menu.

Messaging

As a Roster manager, you have the ability to send messages to your organizations members. Click *Messaging* at the top of the Roster page to create a message relay. Relays allow you to create a temporary email address to send a message to only certain members based on the positions they hold.

Managing Positions

As an advisor of an organization you have the ability to create Positions specific to the organization. Click on Manage Positions in the Roster tool to explore this toolset.

Managing the Roster

As an advisor of an organization you also have the ability to manage who is on the organization roster and the different roles they hold. The "Current" tab lists all current members of the organization. The "pencil" next to each name allows the user to edit the position each person can hold. "Pending" shows names of users who have been sent an invitation to the organization but have not yet accepted. "Prospective" shows users who are interested in joining the organization and require an Approval or Denial of their request to join.

Adapted from Campus Labs Engage Support

ADVISORS CORNER: WHAT'S MY ROLE?

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ADVISOR'S ROLE AND RESPONSIBILITY TO THE GROUP

- Assist the group in setting realistic goals and objectives each academic year, ensuring opportunities for educational and personal development.
- Help the organization justify its expenditures of the students' time, abilities, energy and funds.
- Be well informed about all plans and activities of the group. This can be achieved through regular attendance at meetings and/or frequent meetings with student officers.
- Be familiar with the history of the organization.
- Assist the group in maintaining updated information on Get Involved so the Center for Student Involvement has the most accurate information (top three officers, primary contact information, constitution, etc.)
- Be aware of the University policies and the Student Code of Conduct.
- Attend organizational meetings and functions as often as possible.
- Provide suggestions and constructive feedback regarding the operation of the organization.

ADVISOR'S RESPONSIBILITY TO STUDENTS

- Seek to assist students in maintaining a balance between inside- and outside-the-classroom activities.
- Be aware of the goals and directions of the organization and help the members evaluate their progress toward those goals.
- Encourage each individual to participate in and plan group events.
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