



# **New Organizations and New Officer Information**

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This site is going to answer  
ALL your questions

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## FAQ

Answering questions we  
always get



# The Student Organization Support Site

# The Site

<https://www.gvsu.edu/sos>

## Drop Down Menus/Homepage

### About Us

- Staff, OSL

### Events

- CLN, Ignite, Student Life Awards

### Funding

- Guidelines, timeline, and how-to's

### LakerLink

- Hyperlink, Tips and tricks, roster, events, management

### Officer Resources

- Officer positions, Bank accounts, even the handbook, travel

### Org Registration

- Renewal, requests, misconduct

## Student Organization Support

[Homepage](#) [About Us](#) ▾ [Events](#) ▾ [Funding](#) ▾ [LakerLink](#) ▾ [Officer Resources](#) ▾ [Organization Registration](#) ▾

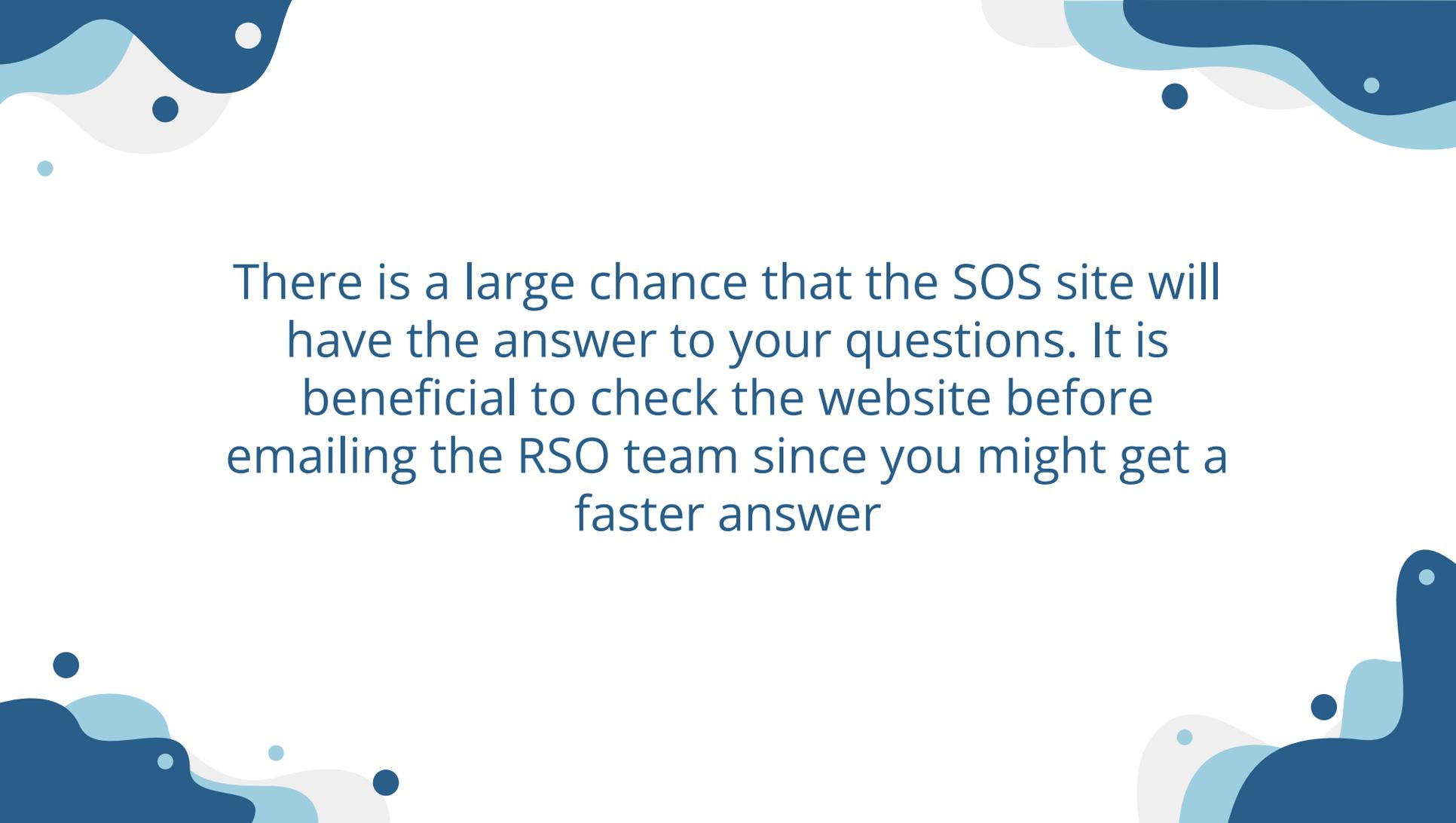
## Contact Us

**Office of Student Life** | [studentlife@gvsu.edu](mailto:studentlife@gvsu.edu) | (616) 331-23451 Campus Drive, 1110 Kirkhof Center, Allendale, MI 49401-9403

**Student Organization Development Team** | [rso@gvsu.edu](mailto:rso@gvsu.edu) | (616) 331-2345

Bri Slager | Assistant Director of Student Organizations | [slagerbr@gvsu.edu](mailto:slagerbr@gvsu.edu)

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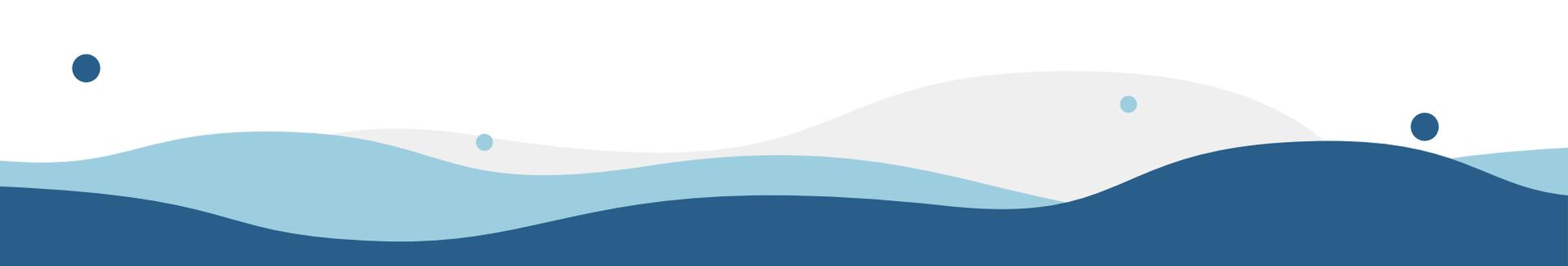


There is a large chance that the SOS site will have the answer to your questions. It is beneficial to check the website before emailing the RSO team since you might get a faster answer

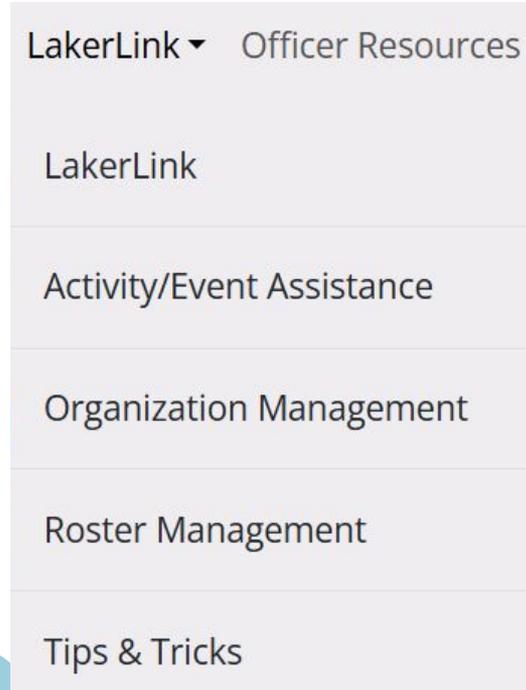


# LakerLink Overview

Open up your LakerLink



# LakerLink Tips on SOS



These drop down menus will explain everything step by step. Including pictures of what LakerLink

# Creating an Event

- In the 'Activities' tab on the side menu bar, click 'Create New Activity', and select the 'Event' option.
- Fill in all of the required details!



Events may be open to just organization members, all GVSU students, or the general public!

RSVP can be enabled, but is not required!

There is a 'Preview' tab when you are done filling out your event information so you can see what the posted version will look like!

Post events early! All events are reviewed and approved by the Director of RSO's before they show up on LakerLink's event page.

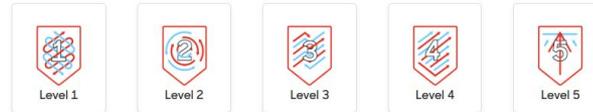
\*\*If you need to edit an already posted event, email [rso@gvsu.edu](mailto:rso@gvsu.edu)!

 Select a level and competencies that are appropriate for your event.

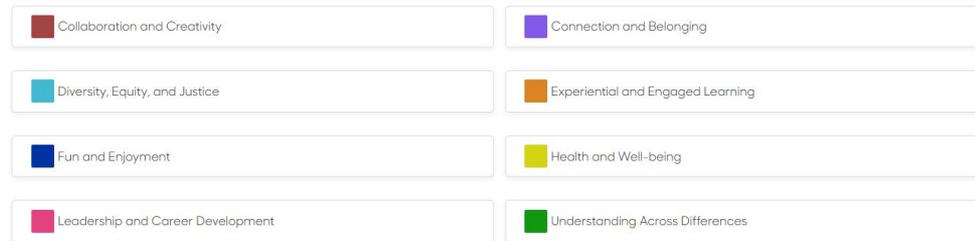
Levels and competencies dictate how many points the student will receive upon completion. [More info on these terms can be found at our help center.](#)

Points awarded for completion: 0

Select a level:



Select at least one competency:





## Suitable Items

## Member

## Leader

## Manager

View public content in all organization profiles	Yes	Yes	Yes
View member-only content in assigned organization profiles	Yes	Yes	Yes
Managing content of the assigned student organization profile	No	Yes	Yes
Create, edit, and delete Leader roles in assigned organization profile	No	No	Yes
Create, edit, and delete Member roles in assigned organization profile	No	Yes	Yes
View student organization membership list	Yes	Yes	Yes
Export/ import list of student organization membership in assigned organization profile	No	Yes	Yes



# Required Badges



## Finance Wizard

Only individuals with this badge are eligible to request funding from the Student Life Fund, managed by the Student Senate Allocations Committee.



## Relgnite

ALL student organizations are **REQUIRED** to have at least one executive officer participate in both Ignite (Fall) and Relgnite (Winter).

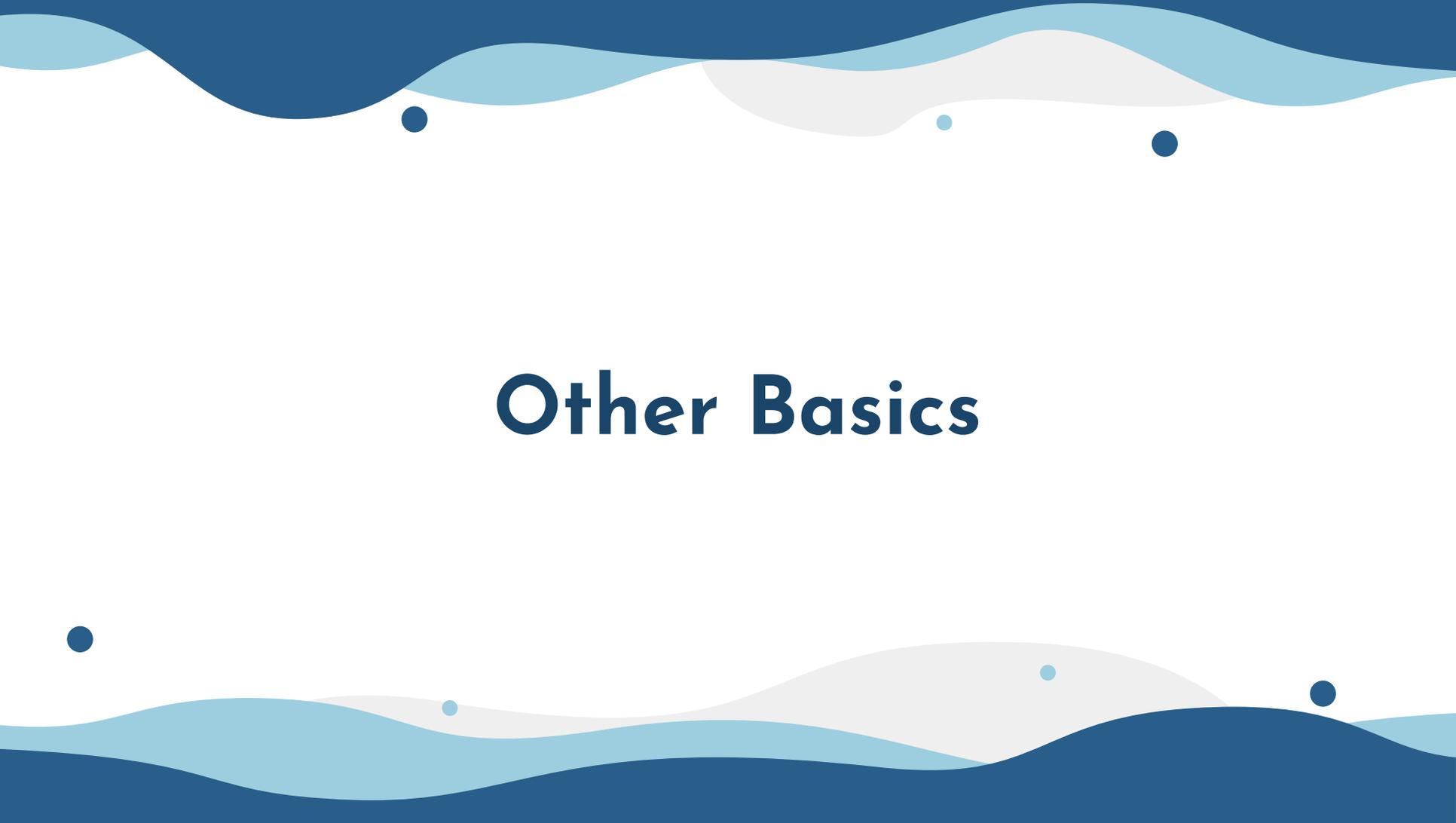


## Ignited Officer

ALL student organizations are **REQUIRED** to have at least one executive officer participate in both Ignite (Fall) and Relgnite (Winter).

# Deadlines

- Any deadlines listed on LakerLink, SOS website, newsletter, or emails are strict.
- Communications about deadlines will be given with plenty of notice
- If you have any questions, communicate them early
- If you communicate with us, it is likely we will give grace



# Other Basics

# Important Information

## Drop-in Advising

- Monday-Thursday 4pm to 6pm
- In the Office of Student Life (Kirkhof 1110)

## Eboard Must Reads

- Monthly email from the RSO team
- Tells you everything you need to know for the month
- AND IMPORTANT DUE DATES

## Mail Boxes

- Each student org has a mailbox in the OSL
- Reminder to check that mailbox every once in a while

# Promotions

## FREE- RSO Promo Package (for RSOs only)

Registered Student Organizations (RSOs) are able to request one free RSO Promo Package per academic year. RSO Promo Packages cannot be split up over time; you are not able to use part of your package now and part of your package later.

### RSO Promo Package Option 1: Design and Print

We will create custom designs for you!

- 3 hours of design time
- 80 8.5"x11" color posters
- Campus posting (to all Allendale boards)
- 1 matte banner hung in Kirkhof
- 200 single-sided color pluggers
- 1 Laker Hub slide (can be displayed for up to 4 weeks)

### RSO Promo Package Option 2: Customize Your Package

This option is available only if you submit your own designs. **You'll get all of the items included in Option 1, PLUS you can pick two upgrades** from the list below (at no additional expense to you):

- Add 200 more pluggers (400 in total)
- Add 3 sticker sheets (total of 90 1.5" circle stickers)
- Add 25 2.25" circle buttons
- Upgrade to double-sided pluggers
- Upgrade Kirkhof banner to glossy paper

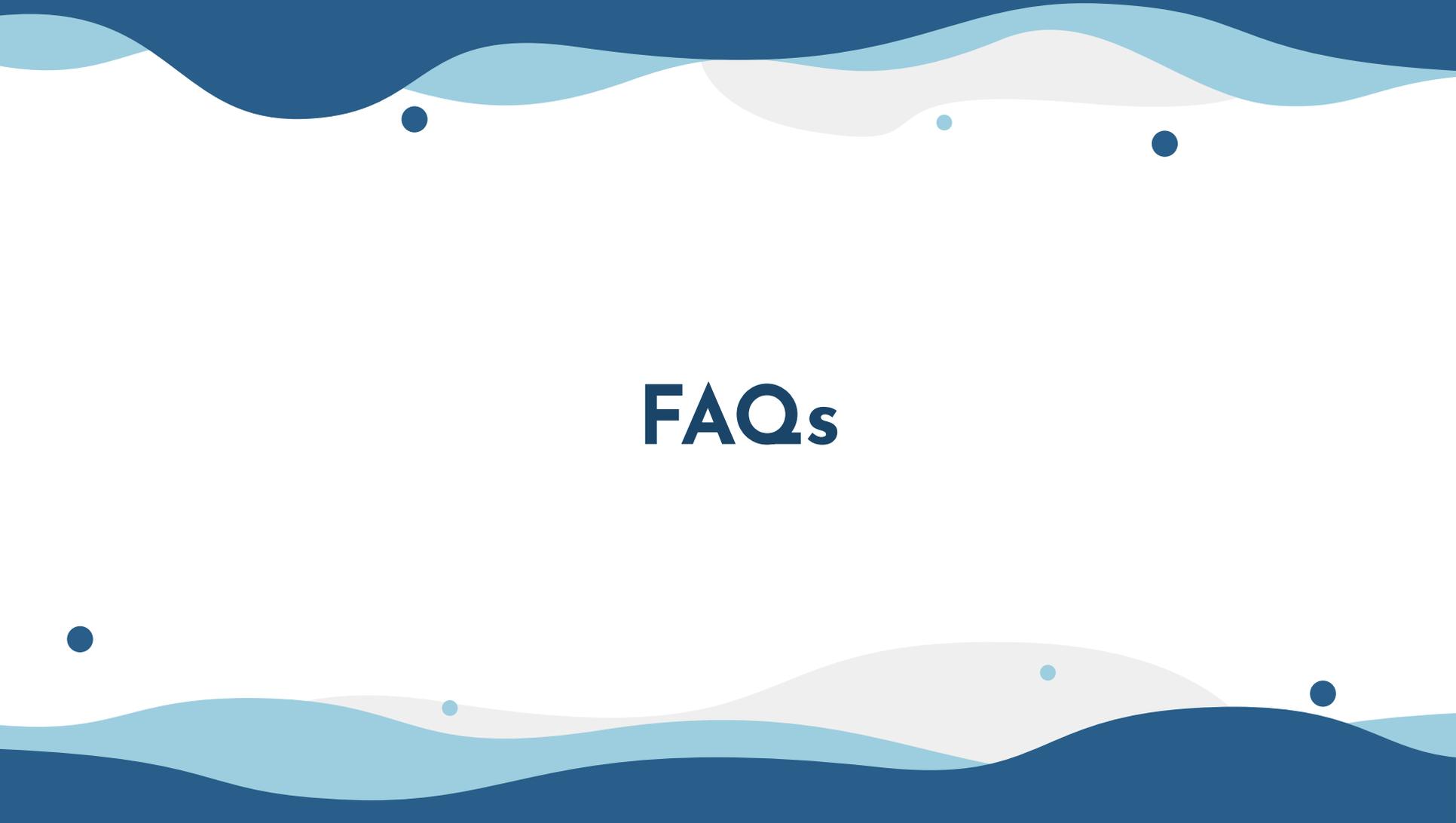
- Each organization is given one free promotional package for general promotion of your organization.
- Other promotional items are available for funding through the SLF fund

# Event Services

- There are 4 ways to reserve a room in Kirkhof and Cook Dewitt:
  - Online , Phone: (616) 331-2350 , Email: [events@gvsu.edu](mailto:events@gvsu.edu), or in-person at Kirkhof 1110
- The RSO team cannot reserve space for you, you must reserve space through event services
- On the Event Services Website it tells you who to contact for all the places to reserve a room
  - Go to <https://www.gvsu.edu/eventservices/> and click on Who Reserves What Space

## FOOD WAIVER

If a student organization/department plans to bring any food that Aramark does NOT prepare to an event on campus, including lobby table sales, they must fill out a [Food Waiver](#). The food waiver is available in the Campus Dining office (0101 KC). The food waiver must be filled out and signed for approval prior to the event. Failure to comply with these rules will result in a fine which would be assessed against your student organization or department.



# FAQs

## Questions

1. Is there any money in your Student Org Bank Account when you start your org?
2. Can I edit an event after I've submitted it?
3. Why can't I change who is in my Eboard
4. Can the RSO team reserve my org a room?

## Answers

1. No, you must apply for funding for each event and for travel.
2. No, you need to email the RSO team ([rso@gvsu.edu](mailto:rso@gvsu.edu)) to change it for you
3. Depending on your access level, you will not be able to edit other people on your Eboard, you will have to email RSO
4. No, you have to go through event services