

Reignite 2026



Winter

2026

Main RSO Staff



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Registered Student
Organizations, Funding
process, LakerLink, Campus
Life Night



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Registered Student
Organizations, LakerLink, RSO
Email, SORB

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Fall 2025 in Review

RSO's

316 Active Organizations completed
Fall Registration

20 New Organizations on-boarded
as of 1/28

241 Organizations supported solely
by the RSO Team

318 Organizations attended
trainings

194 Organizations completed
Mid-Year Check-In before 1/28

LakerLink

21,306 Activity Completions

5,981 Students with 1 or more Completions

6,463 Students on organization rosters

13,114 Activities completed by org members

56% Engagement in LakerLink in rostered student org members

RSO's with 100% Engagement

- Phi Sigma Sigma
- Alpha Sigma Kappa
- Young Democratic Socialists of America
- Society of Hispanic Professional Engineers
- Nepali Student Association
- Ignite Dance Company
- Amnesty International
- Video Horror Society
- Honors Familia
- Otaku no Anime
- Youth Conservation Council
- Enterprise Systems Student Union
- College Republicans
- Monarcas - Ballet Folklorico
- Alpha Kappa Alpha

RSO Activity Completion Points

1. Alternative Breaks 1,539
2. Pre-Physician Assistant Club 1,252
3. Alpha Sigma Alpha 1,135
4. American Red Cross Club 1,068
5. Book Club 912
6. Phi Sigma Sigma 898
7. Baking Club 701
8. Self Care on Campus 662
9. Vertical Earth 527
10. Student Senate 447
11. Asian Student Union 440
12. Plant Club 428
13. Pre-Physical Therapy Club 428
14. Exercise Science Club 400
15. Pre-Nursing Association 387

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RSO Resources & Updates

Student Organization Support – www.gvsu.edu/sos

Officer Resources Tab

- Officer Position Descriptions
- General tips for your organization
- Fundraising guidelines
- Bank account information and how-to's
- Travel policies
- Event planning suggested timeline

Other tabs

- About us - general information about our team
- LakerLink Resources - tips and how-to's
- Funding Resources - guidelines and how-to's
- Org Registration - org renewal and new organization submissions
- RSO Handbook - governing document for Registered Student Organizations

LakerLink Reminders

- Rosters
 - Only the managers of the page can update the roster (President, Membership Officer, Advisor)
- Events
 - All events including general meetings or online meetings should be on the LakerLink events calendar for your organization.
 - Use the scan-in feature to track your organization attendance, especially if you have attendance requirements in your constitution.
 - Events do need approval and are only reviewed Monday-Friday 9 a.m.-6 p.m..
 - If you have a large amount of recurring events (typically org meetings), our staff can mass upload them through LakerLink. We just ask you fill out a simple excel sheet. Email rso@gvsu.edu for assistance.

LakerLink Reminders

- RSO members and advisors are not permitted to change organizations names without approval from SORB. This is due to the amount of places that name changes have to occur beyond LakerLink.
- Only student officers should be submitting registrations and funding requests on behalf of student organizations. LakerLink will not accept submissions from advisors.



General Reminders

Drop-In Advising is available!

Stop into the Office of Student Life (Kirkhof 1110)
Monday-Thursday from 4-6 p.m.

Student Organization Supply Storage is Available!

E-mail rso@gvsu.edu for guidelines and processes.
We are unable to store paper or food items!

Mailboxes

Stop into the Office of Student Life (Kirkhof 1110)
Monday-Friday 9 a.m.-5 p.m. to check your
organization mail!

RSO Email Accounts

Fill out the form on LakerLink or email
rso@gvsu.edu to request an RSO email account.

General Reminders

On-Campus Account

Every Registered Student Organization has an on-campus account that is to primarily be used for Allocated funding (funding from Student Senate), earned dollars from providing support for a campus department (i.e. setup support at Campus Life Night, managing coat check at President's Ball, performing at Commencement, etc.), and collecting donations through University Development.

For information on your account balance and account usage visit

Off-Campus Account

The Office of Student Life does not oversee or manage external bank accounts, they are considered external entities and in no way affiliated with GVSU.

When registering with the IRS for an EIN number, you CANNOT indicate that your group is a non-profit.

Please upload your documents in your LakerLink for incoming executive board members.

Creation Station

Kirkhof 1110

Monday-Thursday 9 a.m.-6 p.m. and Friday 9 a.m.-5 p.m.

Construction paper, Cricut paper cutter, poster board, markers, scissors, glue, and other craft supplies all for free!

Supplies cannot leave 1110 unless approved with an email from rso@gvsu.edu.

If you would like to host a painting event, your RSO needs approval from the space hosts (Kirkhof is Event Services) then you can reach out to rso@gvsu.edu to request supplies.



FREE Laker Hub Slides for RSOs

Laker Hub Slides are free for RSOs (4 weeks max per slide, 1 at a time).

Design standards must be followed.

You must submit your designs in a Service Request or pay for design time in the Service Request form through the Promotions Office.

<https://www.gvsu.edu/promotions/design-student-org-resources-63.htm>

FREE RSO Promo Package

Every RSO has access to one FREE package per academic year.

Used for general promotion of your organization, not a specific event.

Option 1: Design and Print

- 3 hours of design time
- 76 8.5"x11" color posters
- Campus posting
- 1 matte banner hung in Kirkhof
- 300 single-sided color pluggers
- 1 Laker Hub slide

Option 2: Custom, designs submitted

- Everything in Option 1 plus two upgrades
 - 200 more pluggers (500 total)
 - 3 sticker sheets (90 1.5" circle stickers)
 - 6 sticker sheets (180 1.5" circle stickers)
 - Double-sided pluggers
 - Glossy Kirkhof banner

Event Services [Open M-F, 8 AM-5 PM]

Cook-DeWitt Center, Russel H. Kirkhof Center, Kirkhof Lobby, Outdoor Spaces (Kirkhof Lawn, Clocktower). They can assist with large scale event planning and provide advice on space accommodations. Their student staff also assists with scheduling and room/equipment setups.

Info regarding how to make reservations, space-use policies, and other Allendale event planning can be found on their website: <http://www.gvsu.edu/eventservices>

Reservations can be made:

1. Online through EMS WebApp
2. Email to events@gvsu.edu
3. Call (616) 331-2350
4. Walk In to the Office of Student Life, 1110 Kirkhof Center

SCAN TO VIEW EVENT
SERVICES WEBSITE



SPARKfund (Managed by Event Services)

The **SPARKfund (Student Recreation and Programming at Kirkhof) fund**, sponsored by Student Senate, is a new way for Undergraduate RSO's request funds to help make your event a success. You are able to request **UP TO \$500** to pay for **food, supplies** (including a dance floor or a popcorn machine), or **promotional items** through the Promotions Office. To qualify, the program must be hosted by an **Undergrad RSO**, be happening on a **Friday, Saturday, or Sunday** in the **Kirkhof Center**, and be open to the **campus community**. You must complete the form at least 10 business days before your event. That's it!

SCAN TO VIEW FORM



Policy Updates/Reminders – RSO Handbook

Movie & TV Show showings

To show a movie or TV show at a organization event/meeting, the organization must have the Public Viewing Rights (copyright) for that movie. This typically costs \$300-\$600, having a streaming service subscription does not count. A way to not purchase the copyright is to rent the movie or tv show from the GVSU Library as they have paid the copyright to have it on file.

Prohibition on Activities Involving Auctions or Bidding on People

RSO's are not authorized to host activities that in any way include auctioning or bidding on a person or group of people. This includes date auctions, social auctions, companionship bidding, etc.

Contract Signing

RSO Advisors (Faculty/Staff) and students are not authorized university signers and cannot sign contracts on behalf of GVSU. If you need a contract signed for your RSO, please reach out to Bri at slagerbr@gvsu.edu.

Fundraising Policy

To sell food, you must have an approved food waiver from Catering (check what doesn't apply on the Catering website). Raffles are when you are taking money from someone to have them enter to win something, you must have approval from the OSL and a Michigan Gambling License to host a raffle. Dunk tanks and large inflatables are not permitted for student organizations.

Important Dates



Winter 2025 Mid-Year Check-In

Mid-Year Check-In is due on February 3 for all organizations. It does require the Advisor Expectations Discussion & Agreement Form, which does need a meeting with your organizations advisor.

Fall 2026 Registration

Fall 2026 organization registration will be open from Spring Break until June 30. You must complete Fall registration to be eligible for Campus Life Night. We will send out an email notification of it being open.

Student Life Awards: April 17, 2026

Student Life Awards is an annual event to honor all registered student organizations, their leaders, and supporters. Nominations can be submitted by anyone with a GVSU email. All accepted nominees and nominators are invited to the Awards event to celebrate all the hard work done by student organizations each year. Nominations are reviewed by the Student Organization Recognition Board, which is made up of students, faculty, and staff at GVSU.

Nomination Form Here:

www.gvsu.edu/sos/sla



Award Categories

Individual Awards:

- Outstanding President
- Outstanding Vice President
- Outstanding Financial Officer
- Outstanding Membership Officer
- Jo Ann Litton Outstanding Advisor
- Emerging Leader Award
- Student Laker of the Year
- Student Award for Faculty Excellence (SAFE)

Programming Awards:

- Care for Community Award
- Outstanding Educational Program
- Outstanding Cultural Program
- Collaboration In Programming
- Program of the Year

Organizational Awards:

- Best New Organization
- Art Hills Spirit
- Most Improved Organization
- Shelia Williams Outstanding Organization

Funding

Steps 1-6

1. Login to LakerLink and go to your organization's page.
2. Click the Financials Tab (must be listed e-board member).
3. Click create request (different budgets/forms for Travel vs. Events).
4. Enter request name - name of conference or event.
5. Fill in the funding form with information about the request.
6. Enter expenses (vehicle requests must wait for confirmation of cars).

Steps 7-11

7. Finance Assistant, Assistant Director, Senate Allocations Reviews

8-Programming - invitation sent on LakerLink/email to funding meeting, please confirm in LakerLink.

9-Programming - present to Allocations committee.

10. Instructions are sent in LakerLink and email. Confirm the instructions in LakerLink.

11. Follow instructions provided that you confirmed.