



**FORT LEWIS
COLLEGE**

STUDENT
INVOLVEMENT
CENTER

RSO Officer Resource Guide

Fort Lewis College®



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Welcome!

Dear RSO Officers,

First off, thank you for stepping up to lead. Our campus wouldn't be the same without the energy, creativity, and commitment you bring through your student organizations. As an RSO officer, you play a huge role in shaping campus culture, building community, and helping your peers get involved in ways that matter to them.

This role is not just about planning meetings or events (though we love a good event!). It's also a chance to grow your leadership, communication, and problem-solving skills, all while having a little fun along the way. Whether you're dreaming big, trying something new, or just figuring it out as you go, we're here to cheer you on and help you succeed.

Our team is so grateful for all the time, energy, and heart you put into your organizations. Flip through this guide anytime you need a little guidance, a spark of inspiration, or a reminder that you're not in this alone. We're always in your corner.

Let's make something awesome together!

Warm regards,



Kate Suazo

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Nicolette Griese

Assistant Director
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McKenna Starkey

Coordinator
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Support Contacts and Office Hours

Being an RSO Officer can sometimes feel overwhelming, but you're not in it alone! Below are the folks to reach out to when you have questions or concerns. Office Hours will be posted for FAB and ASFLC inside the Student Involvement Center.

RSO Finances

- **FAB Grants**
 - FAB Director
- **RSO Budgets**
 - FAB Director, Assistant Director
- **RSO Fundraising**
 - Assistant Director
- **Pcard checkouts**
 - Assistant Director, Director
- **Online Purchases**
 - Assistant Director, Director

RSO Events

All event questions and communications go through the SIC Coordinator

- **Skyhub Event Submission**
- **Event Brainstorming**
- **Digital Signage**
- **Catering Orders**
- **Event logistics**

RSO Travel

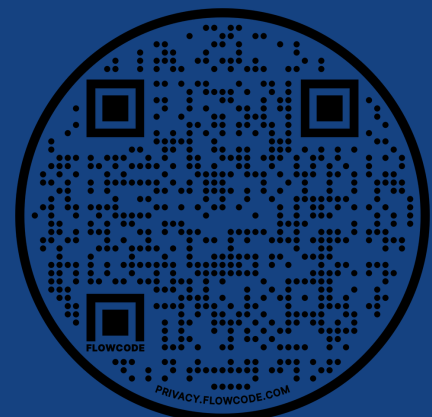
- **Travel planning and Itinerary**
 - Assistant Director, Director
- **FLC Vehicle Rental**
 - Assistant Director, Director
- **Travel Pcard Checkout**
 - Assistant Director, Director

Miscellaneous

- **Skyhub Group Management**
 - Assistant Director
- **Printing Flyers and Large Prints**
 - SIC Front Desk Staff
- **Student Government Questions**
 - ASFLC President & Vice President
- **Vendors/Suppliers**
 - Assistant Director

Contact Information – Use the QR code to book a meeting

- **FAB Director – Jose Renteria**
 - FAB_Director@fortlewis.edu, SIC Room 179
- **ASFLC President – Asa Worthington**
 - aaworthington@fortlewis.edu, SIC Room 178
- **ASFLC Vice President – Audrey Leonetti**
 - agleonetti@fortlewis.edu, SIC room 178
- **Director of Belonging – Kate Suazo**
 - cmsuazo@fortlewis.edu, SIC Room 176
- **Assistant Director – Nicolette Griese**
 - ngriese@fortlewis.edu, SIC Room 173
- **Coordinator – McKenna Starkey**
 - mstarkey@fortlewis.edu, SIC Room 175
- **SIC Front Desk Staff**
 - sic_stl@fortlewis.edu



RSO Annual Requirements

RSOs are funded through the Student Activity Fee, which is managed by FAB and ASFLC. To ensure continued funding year-to-year, please ensure your RSO is meeting these expectations.

These are outlined in the **RSO Binding Agreements**.



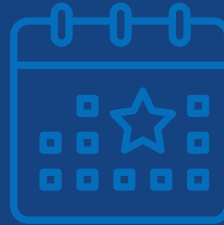
RSO II/IIIs must have 4 officers with defined roles and 1 advisor



Submit 8 meetings minutes to FAB Director by April 15th



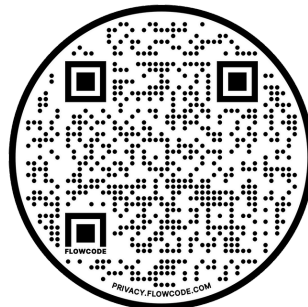
Attend RSO Officer Training



Attend monthly RSO Officer Meetings

2025–2026 Important RSO Dates

All key dates for Registered Student Organizations (RSOs) are available on the [SIC's Skyhub page](#). Please be sure to mark your calendars and coordinate with your group to ensure representation at all required meetings. Use the QR code below or link above to review dates for this year!



RSO Level Information

RSO I

Requirements:

- A FLC-affiliated Advisor (staff or faculty)
- One contact person for the organization
- Two general members
- Mission statement or organization description

Benefits:

- Access to Skyhub tools
- Room reservations
- Cross-campus marketing
- Assistance from the Student Involvement Center

RSO II

Requirements:

- A FLC-affiliated Advisor (staff or faculty)
- Four student leaders with defined leadership roles
- Constitution and bylaws
- Mission statement or organization description

Benefits:

- Access to Skyhub tools
- Room reservations
- Cross-campus marketing
- Assistance from the Student Involvement Center
- RSO budget and yearly allocation
- Access to Financial Allocation Board Grant applications

RSO III

Requirements:

- RSO II requirements AND...
- Must have been an active RSO II for at least 4 years
- Requires serving the larger student body/whole campus
- Must submit recommendation/nomination to FAB and ASFLC to approval
- Serves on the Financial Allocation Board in alternating years

Benefits:

- RSO II benefits AND
- Significant budget allocation from the Student Activity Fee

FINANCIAL ALLOCATION BOARD

The purpose of the Financial Allocation Board (FAB) is to register and allocate funds to Registered Student Organizations (RSOs) and Student Sponsored Organizations. FAB holds these organizations accountable for their use of student fees and serves as a liaison between ASFLC Senate and all RSOs and SSOs.

FAB Terms

Below are commonly used terms when discussing RSO finances.

INITIAL ALLOCATION

Initial allocations are the funds determined by the Financial Allocation Board (FAB) for Registered Student Organizations (RSOs) to use during the current academic year.

- RSO II organizations that re-registered on time and met all requirements will receive a set amount of \$150.
- RSO III organizations will receive an allocation based on their budget presentations from the previous year and discussions held by FAB and ASFLC.

ROLL FORWARD

Roll forwards are leftover funds from your account at the end of the previous academic year that carry over into your budget for the current year.

FAB Grants

FAB Grants are now available through Skyhub! These student-allocated funds support RSO II groups with expenses related to events and travel. [Apply for a FAB Grant here.](#)

GRANT TYPES

Event Grants can be submitted for any program or activity that requires additional resources. Travel grants are intended for conferences, field trips, and other RSO-related travel. Please note that FAB Grants do not cover food expenses for events or travel; however, you should still include these costs in your overall grant application budget.

IMPORTANT INFORMATION

Each RSO may request up to \$2,000 in FAB Grant funding per academic year. Requests under \$1,000 can be approved solely by FAB. Requests of \$1,000 or more must be approved by both FAB and ASFLC.

FAB Grant applications must be submitted thirty (30) days before the event or travel AND at least four (4) working days before a FAB meeting. Applications should be submitted using Skyhub by Monday at 5:00pm. A representative will be invited by email to attend a FAB meeting on Tuesdays and present on the application.

Fundraising for your RSO

Fundraising is a vital part of supporting your club's goals, events, and travel—it helps turn your big ideas into reality. Creative fundraising brings our community together and builds excitement for your mission.

Ideas for Fundraising



Have an idea not listed here? Chat with the SIC to help turn your vision into reality!

SIC Resources for Fundraising

Request one or all of these resources when you submit your fundraiser into Skyhub. These materials are loaned out on a first-come, first-serve basis.

RSOs should not use Venmo, Zelle, Cashapp, etc. for fundraising.

Cash Boxes

Need a secure place to keep your cash? Check out a cash box from the SIC front desk, complete with change to get you started.

Credit Card Reader

Take payments easily with our Clover card reader and iPad setup. It's the go-to choice for most clubs.

Skycard Reader

Accept SkyCash payments quickly and easily with our SkyCard readers. They are perfect for cashless fundraisers.

Fundraising Reminders

Prohibited Fundraisers

- FLC does not have a State of Colorado Raffle license. RSOs are unable to hold raffles as fundraisers. A great alternative is silent auctions.
- Additionally, RSOs may not sell or give away items that directly compete with what is already offered by campus dining vendors. If you're unsure whether your items fall under this policy, please schedule an event meeting with the SIC staff.
 - Some items that directly compete with Campus Dining:
 - Cookies (pre-packaged), Red Bulls, bags of chips, candy bars, etc.

Fundraising Reminders

- **Tabling in the Union?**
 - After you've reserved your table in Skyhub, you will pick the table up at the Info Desk in the Student Union.
- **Be mindful of timing!**
 - Fundraising can get especially busy during certain times of the year. Be strategic with your timing to avoid overlapping with other organizations' efforts and ensure your fundraiser stands out.
 - Busy times of year for fundraising:
 - Beginning of semesters, end of semesters, and holidays
- **SIC Fundraising Resources**
 - Fundraising materials can be checked out overnight or on weekends. If you plan to use them outside of business hours (8:00 AM – 5:00 PM), please notify the SIC in advance.
 - All materials must be returned by 9:00 AM the next business day.

Donation Reminders

Accepting checks

- Many organizations will provide checks as a donation for your RSO. **Please ensure that all checks are made out to "Fort Lewis College" with your RSO in the memo line.**
- All checks can be hand delivered to the Student Involvement Center or sent to:
 - ATTN: Student Involvement Center
 - 1000 Rim Drive
 - Student Union - 171
 - Durango, CO 81301

Online RSO Donations

- You can access a link for online RSO donations on the SIC website.

Donation Documentation for Businesses

- Reach out to the SIC staff to obtain documentation for businesses/ individuals that donate to your RSO.

RSO Pcard Usage

Using a SIC Pcard is a convenient way to make tax-exempt purchases for your club without spending your own money upfront. Be sure to follow all usage guidelines—like submitting itemized receipts, avoiding prohibited purchases, and planning ahead for travel—to keep your access smooth and stress-free.

Perks of using a SIC Pcard

- You don't need to use your own personal funds - which means no waiting on reimbursements
- Don't have to pay tax on items your purchase
- Less paperwork to complete!

Checking out a Pcard

1. Before you check out a pcard through the SIC, please ensure that you have completed the **Skyhub Pcard Training quiz. You will need a score of 80% or higher to pass.**
2. Complete your budget request in Skyhub before you schedule your appointment.
3. Use the SIC booking page to schedule your pcard pickup.
4. Return your pcard by 5pm to the SIC with itemized receipt(s) of your purchases.

Important Reminders

- All purchases must be tax-exempt
- You cannot tip more than 20% when using the pcard.
- You need to return an itemized receipt for all purchases.
- **You are able to use a pcard for your travel, but will need to notify the SIC staff 30 days before your departure.**
- Fuel for personal vehicles cannot be purchased using a pcard.
- Pcards are provided on a first-come, first-served basis.
- **Pcards appointments are available up to 24 hours in advance**

Prohibited Purchases

- Gift cards
- Personal Purchases
- Alcohol & firearms
- Tobacco (unless for medicinal purposes)
- Cash advances
- Contracts requiring an authorized signature

Purchase requests in Skyhub

- [Check the RSO Toolbox for a video on how to submit a purchase request in Skyhub.](#)
- These requests will be mandatory for any RSO spending as a way to safeguard funds and ensure a second RSO Officer approval before spending.

Merch & Branding

Merch is a great way to promote your club! Use it as a giveaway, prize, or incentive to boost attendance at events. Keep it on-brand by using your club colors and logo, and be sure to include official trademarks if using the FLC logo.



Keep it On-Brand

- Use club colors/logos consistently
- Incorporate FLC branding when appropriate
 - You must include trademarks if using the FLC logo



Merch Ideas

- Stickers, buttons, fidget toys with your logo
- T-shirts, hats, or tote bags
- QR codes to your SkyHub page or social media profile



Tips for Merch

- Use merch as giveaways, prizes, or incentives to attend events
- Always bring some to events or meetings
- Collaborate with other clubs to do co-branded merch or bulk orders



Ordering Merch

- The SIC can help with ordering merch - schedule a meeting with us!
- Suggested Vendors:
 - 4Imprint (online)
 - Half Price Tees (local)
 - Stickermule (online)

Events

Planning an event and not sure what your next steps are, or even how to start? Book a meeting with the Student Involvement Coordinator for help each step of the way- from brainstorming and logistics to room reservations and catering. Don't hesitate to reach out- we want your event to be successful and stress-free!

Deadlines to submit event into Skyhub

Tabling	2 business days
Fundraising	5 business days
Weekly Meetings	5 business days
Off-Campus or Large Events	2 weeks (AT LEAST- The earlier the better!)

Why are these timelines important?

The SIC works with many campus partners like facilities, catering, marketing, and tech support to support your events. Submitting your event early gives us time to coordinate and helps ensure everything runs smoothly, so your event is well-prepared, well-promoted, and successful.

Tips for Successful Events

- **Use Underutilized Spaces:** Skyhawk Station 118, Reed 139 (Dev Space) SFH 710/711
- **Book Early!** Vallecito and Ballroom fill up weeks to months in advance
- **Post events on:** Social media, FLC App, Digital signage, Chalkboards & posters around campus
- **Think Ahead for:** Catering, Reserving Spaces, and Ordering Merch

My Event is in Skyhub, Now What?

Use this checklist to help you create a successful event!

Marketing & Promo

- Create a flyer/poster (Send PDF to SIC for printing sic_st1@fortlewis.edu)
- Post on social media
- Submit digital signage around campus - Email file to McKenna (mstarkey@fortlewis.edu)
- Chalk sidewalks or use whiteboards in classrooms
- Announce in classes or through club group chats
- Include QR codes to SkyHub or social media in your materials

Miscellaneous & Reminders

- Confirm space/room reservation details
- Submit tech requests if using A/V equipment
- Prepare materials for check-in (SkyHub QR code, attendance sheets, etc.)
- Send reminder posts or emails the day before the event
- Bring club banner, signage, or tablecloth for visibility

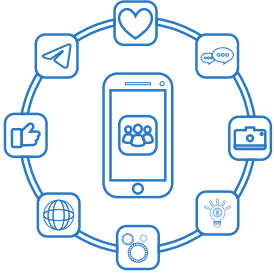
Catering & Supplies

- Be sure you know your budget!
- Want to check the catering options?
- Submit catering request - Schedule event meeting with McKenna to do this
- Request any supplies from SIC -Full list can be found in RSO Toolbox in Skyhub
- Order merch or prizes/giveaways if needed

Volunteers

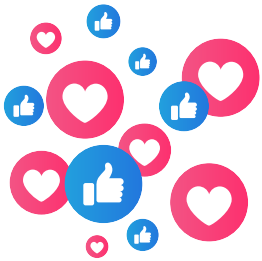
- Assign members to help set up, run, and clean up
- Create a schedule for volunteer shifts (including setup and teardown)
- Designate a photographer or social media person

Social Media Best Practices



01 Choose Your Platforms Wisely

- Start with Instagram and TikTok (where most students are active).
- Consider Facebook for longer posts or sharing campus-wide events.
- Use your club's page on SkyHub (CampusGroups) to post events and updates.
- **Share social media passwords with incoming officers! The SIC does NOT have records of these**



02 Posting Tips

- Be consistent (1–3x a week).
- Use eye-catching photos, videos, and reels.
- Keep captions short, fun, and include calls to action (ex: “Join us this Thursday!”).
- **Tag @FLC_Involvement AND @FortLewisCollege and other RSO accounts or locations.**



03 Content Ideas

- Behind-the-scenes of planning or meetings
- Club member spotlights
- Countdown to events
- “A Day in the Life” reels from a club member
- Throwbacks to past events



04 Engage!

- Reply to comments & DMs
- Re-share tags and story mentions
- Comment on other RSO posts

RSO Travel Requirements

Travelling can be an exciting opportunity for your RSO. Please plan ahead as early as you can to ensure that the SIC can provide the best support possible for your travel.

Steps before travel:

- Inform the SIC of your intent to travel **at least 30 days** prior to your departure. Submit the intent to travel form and travel itinerary on Skyhub.
- Schedule a travel meeting with the SIC staff after submitting your intent to travel form.
- All members must submit a DSE Activity Waiver before their planned travel.
- After travelling, schedule a meeting with your SIC contact to turn in receipts and debrief the trip.

Frequent Travel Questions

Out-of-State Travel

A staff or faculty advisor is required to accompany RSOs on all out-of-state travel, including trips to New Mexico. Exceptions may be considered based on the number of students traveling and other relevant factors. Please consult with SIC professional staff in advance if you are planning out-of-state travel without an advisor

Personal Vehicle Usage

If you plan to travel using personal vehicles, please note that gas cannot be reimbursed. Instead, mileage will be reimbursed at the current rate of \$0.70 per mile (as of April, 2024).

FLC Vehicle Usage

RSOs may use FLC vehicles for travel, but reservations fill up quickly, so please plan ahead. Vehicle rates are available on the [Motor Pool webpage](#).

All drivers of FLC vehicles must complete the Authorized Volunteer Driver form and required training. Please coordinate with the SIC to complete this process.

Pcards and Reimbursements

RSOs may use a pcard for travel expenses, but must notify SIC staff at least 30 days in advance. The SIC can also reimburse eligible travel purchases. **All itemized receipts must be saved and submitted to the SIC upon return.**

INVOLVED | GET INVOLVED | GET INVOLVED

