Be Sponsored by Student Involvement to Attend the Leadership Conference!

Student Involvement is sponsoring all RSO Officers and Members to attend the Student Involvement Leadership Conference. The conference is being held on Saturday, October 6th from 9am to 5pm. If you are interested in attending, please contact sa@gmu.edu to receive your registration ticket before the conference.

Get Connected For Success!

RSOs may now schedule food-shopping trips with SI Budget, who will pay for your RSO’s groceries on site at the Giant Food store located at University Mall. These purchases will be charged to your RSO Org Code. Please e-mail the following information to ckelle3@gmu.edu at least one week prior to your event: your name, your RSO name, funding source (either SFB or SGR), event date and proposed food-shopping date and time. SI Budget will respond to your request.

Frustrated with the month or more waiting period to receive reimbursement? Tired of having to pay out of pocket for your RSO’s grocery items? Purchasing Made Easier

RSOs can now receive their reimbursements in one payment, after all SFB requirements are met. The easiest way to receive your reimbursement is to submit your Mason360 event to Student Funding Board: SFB. If an event submission is rejected, please check your messages in Mason 360 and edit what is needed for re-submittal. If an event submission is rejected, please check your messages in Mason 360 and edit what is needed for re-submittal.

If a meeting is required, you will receive an email from the Student Involvement Office. Attend the sessions that fit between your class schedule as necessary! Each Individual of your RSO wanting to attend needs to register for the conference. This takes place of the $10 fee. We will also keep a log of those who pick up their tickets to reward the first 100 RSOs the ‘Motivating the Middle’ book. Make sure the ‘Feedback request’ is not selected.

Blackboard Online Training Tips/Reminders

- **Training Module 1: Need to Know**
  - Log into Blackboard and check ‘My Grades’ in the left-hand navigation menu.
  - Return to the Blackboard page and click on the Blackboard icon.
  - Click on the Blackboard icon and then click on ‘My Grades’.
  - Click on ‘My Grades’ and then click on ‘Blackboard’.

- **Training Module 2: Fiscal Management**
  - Log into Blackboard and check ‘My Grades’ in the left-hand navigation menu.
  - Click on the Blackboard icon.
  - Click on the Blackboard icon and then click on ‘My Grades’.
  - Click on ‘My Grades’ and then click on ‘Blackboard’.

- **Training Module 3: 25 Live**
  - Log into Blackboard and check ‘My Grades’ in the left-hand navigation menu.
  - Click on the Blackboard icon.
  - Click on the Blackboard icon and then click on ‘My Grades’.
  - Click on ‘My Grades’ and then click on ‘Blackboard’.

- **Training Module 4: Program Development**
  - Log into Blackboard and check ‘My Grades’ in the left-hand navigation menu.
  - Click on the Blackboard icon.
  - Click on the Blackboard icon and then click on ‘My Grades’.
  - Click on ‘My Grades’ and then click on ‘Blackboard’.

- **Training Module 5: Event Planning**
  - Log into Blackboard and check ‘My Grades’ in the left-hand navigation menu.
  - Click on the Blackboard icon.
  - Click on the Blackboard icon and then click on ‘My Grades’.
  - Click on ‘My Grades’ and then click on ‘Blackboard’.

Our office checks the Blackboard trainings 2 times a week. Please check “My Grades” in Blackboard before contacting us with any questions.

Examples of Completed Requirements

- **Mason360 Event Submissions**
  - Must be included before submitting:
    - Name of RSO
    - Organization Code
    - Group Name
    - Event Name
    - Event Date
    - Event Time
    - Event Location
    - Event Description
    - Name any guests, preformers, etc
    - If you plan to reserve space on campus, please review the Student Involvement Lockers section:
      - **Student Involvement Lockers**
        - We have locker space within our office that is reserved for RSOs (1 locker per RSO). Complete ONLY if your group is planning on reserving spaces on campus.
        - Location of event: TBD only used when waiting on reservation approval
        - Detailed description of event must be included
        - Ensure your space is reserved, we are not responsible for your reservation

- **Self-Generated Revenue**
  - Complete ONLY if your group is planning on using Funds: Student Funding Board or Self-Generated Revenue
  - Access will not be given for Fiscal Management or 25Live if this is not completed

- **Mason360 Officer**
  - Both President and Treasurer must complete in order for the RSO to have access
  - Required for ALL Presidents and Treasurers

- **Mason360 Event Submissions**
  - Must be included before submitting:
    - Name of RSO
    - Organization Code
    - Group Name
    - Event Name
    - Event Date
    - Event Time
    - Event Location
    - Event Description
    - Name any guests, preformers, etc

- **Student Involvement Lockers**
  - Complete ONLY if your group is planning on reserving spaces on campus
  - Location of event: TBD only used when waiting on reservation approval
  - Detailed description of event must be included

- **RSO Leadership Team**
  - Include any groups you have in your team
  - RSO Leadership Team

- **Mason360 Event Submissions**
  - Must be included before submitting:
    - Name of RSO
    - Organization Code
    - Group Name
    - Event Name
    - Event Date
    - Event Time
    - Event Location
    - Event Description
    - Name any guests, preformers, etc

- **Student Lockers**
  - We want to send out a very special thank you to those who worked at and attended the fair!

- **Attend the sessions that fit between your class schedule as necessary!**
  - Each Individual of your RSO wanting to attend needs to register for the conference. This takes place of the $10 fee. We will also keep a log of those who pick up their tickets to reward the first 100 RSOs the ‘Motivating the Middle’ book.
  - Make sure the ‘Feedback request’ is not selected.

- **9/11 DAY OF SERVICE**
  - Remember: Reflect. Remember.
  - Foster a culture of service and reflection on September 11th.
  - Join us at 9Tidgy@gmu.edu

- **Mason360 Event Submissions**
  - Must be included before submitting:
    - Name of RSO
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    - Group Name
    - Event Name
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    - Event Time
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    - Event Description
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- **Student Involvement Lockers**
  - Complete ONLY if your group is planning on reserving spaces on campus
  - Location of event: TBD only used when waiting on reservation approval
  - Detailed description of event must be included

- **Ensure your space is reserved, we are not responsible for your reservation**