STUDENT ORGANIZATION
OFFICER TRAINING
for Treasurers

THE Ohio STATE UNIVERSITY
OFFICE OF STUDENT LIFE
STUDENT ACTIVITIES
Training Outline

- Introductions
- Treasurer Responsibilities
- Available Funding
- Auditing CSA Funds
- Registration Basics
- Roles and Responsibilities
- Resources for Operations
Role of the Treasurer

- Approve Spending
- Chief Financial Officer
- Manage All Funds
- Request Funds
- Financial Wellness
- Collect Dues
- Maintain Records

Provide Financial Leadership
Budget Management

Maintain Written Budget
• Google Doc
• Cell phone Apps
• Mobile Banking

Approve All Expenses
• Only YOU can approve expenses
• Don’t spend more than you have
• No receipt = No reimbursement

Keep All Financial Records
• Present frequent updates to organization
• Builds more accurate budgets
• Pass along to next treasurer
### Sample Budgets

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted Cost</th>
<th>Actual Cost</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binders</td>
<td>45</td>
<td>30.95</td>
<td>-14.05</td>
</tr>
<tr>
<td>Pens/Pencils</td>
<td>15</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Printer Ink</td>
<td>65</td>
<td>70</td>
<td>5</td>
</tr>
<tr>
<td>New Member Tshirts</td>
<td>350</td>
<td>325.97</td>
<td>-24.03</td>
</tr>
<tr>
<td>Printer Paper</td>
<td>50</td>
<td>60</td>
<td>10</td>
</tr>
<tr>
<td>National Dues</td>
<td>3500</td>
<td>3500</td>
<td>0</td>
</tr>
<tr>
<td>National Conference Travel</td>
<td>1000</td>
<td>600</td>
<td>-400</td>
</tr>
<tr>
<td><strong>OVERALL (A)</strong></td>
<td><strong>5025</strong></td>
<td><strong>4602.92</strong></td>
<td><strong>422.08</strong></td>
</tr>
</tbody>
</table>
Sample Budgets

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted Cost</th>
<th>Actual Cost</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio Union Space</td>
<td>2000</td>
<td>2000</td>
<td>0</td>
</tr>
<tr>
<td>Catering</td>
<td>500</td>
<td>800</td>
<td>300</td>
</tr>
<tr>
<td>A/V Needs</td>
<td>300</td>
<td>250</td>
<td>-50</td>
</tr>
<tr>
<td>Labor</td>
<td>167.5</td>
<td>167.5</td>
<td>0</td>
</tr>
<tr>
<td>OVERALL (B)</td>
<td>2967.5</td>
<td>3217.5</td>
<td></td>
</tr>
</tbody>
</table>
## Sample Budgets

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted Income</th>
<th>Actual Income</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Dues</td>
<td>5000</td>
<td>5000</td>
<td>0</td>
</tr>
<tr>
<td>Annual Fundraiser</td>
<td>2000</td>
<td>2500</td>
<td>500</td>
</tr>
<tr>
<td>Alumni Donations</td>
<td>500</td>
<td>300</td>
<td>-200</td>
</tr>
<tr>
<td><strong>OVERALL (C)</strong></td>
<td><strong>7500</strong></td>
<td><strong>7800</strong></td>
<td></td>
</tr>
</tbody>
</table>
Event Planning

- Be involved with the planning stages of each event
- Meet regularly with chairs to discuss budget
- Set realistic expectations and budgets
Fundraising

- Organizations may only partner with Barnes and Noble if fundraising with a bookstore

*No spending restrictions on money you fundraise*
Fundraising & Sponsorship

Based on university agreements…

- Barnes & Noble (fundraising)
- Coca-Cola (sponsorship)
- Huntington Bank (first right of refusal)
- U.S. Bank (for events in the Ohio Union only)
Additional Funding Resources

ouab.osu.edu
ipc.osu.edu
cgs.osu.edu

usg.osu.edu
Fundraising, Sponsorship, Collaboration

• A great way to supplement your budget!

• Your organization is able to raise funds however you’d like to while keeping in mind state and federal laws for exchanging money

• Collaborate with Offices and Departments on campus or other student organizations

• Service Grants – Email Jake Cohen.739 for info
Coke Beverage Donation

Donations are for events, rather than for meetings

The event must be on or near campus

The request must be made at least 2 weeks prior to the event [http://studentlife.osu.edu/coke](http://studentlife.osu.edu/coke)

Not able to serve or distribute non-Coca-Cola products on campus property, nor use university funds to purchase non-Coca-Cola products for events or programs on or off campus.
CSA Funding Process
Student Activity Fee

All students pay $37.50 into the activity fee each semester.
The fee is allocated to:
Funding Oversight

Council on Student Affairs

Allocations Subcommittee

Student Activities Staff

Treasurers
Eligibility for Funding

1. Obtain EIN from IRS
   - Check out ohiounion.osu.edu for step by step instructions

2. Complete AP Compliance form
   - Form can be found on the Student Activities website

3. Create organization checking account
   - Huntington, US Bank, and PNC are great options

4. Apply for funds
   - Only the treasurer can apply for CSA funds
Funding website

http://activities.osu.edu/involvement/student_organizations/funding

Important funding information can be found on this page:

• Audits
• EIN information
• AP compliance form
From here, you can view EIN information, past and current requests and their status.
Operating Funds
Operating Funds

- Very flexible for use in daily operations
- $200 annually
- Apply between July 1st and April 1st
- Submit receipts and unused funds by May 1st
- Check cut in advance
Operating Expenses

- Advertising Promotion Printing
- National Dues Fees
- Travel and Transportation to retreats and conferences
- Bank Charges Checks
- Membership Awards
- Equipment Costs Facility Rental Fees
- Books Subscriptions
- Office Supplies
- Up to $100 on food for recruitment events
*No computer equipment
Fund Requests

Describe the ‘who, what, when, where, and why’ for the request

Be sure to click ‘save’ after adding each expense

Any errors will appear at the top

Submit

Confirmation email

*If you do not receive a confirmation email, the form did not go through, please fill it out again

Submit
Apply for funds online

- Will receive a confirmation email right away
- Only the treasurer has access to the application

Receive email once request has been processed

May be asked for additional information

Pick up check from Resource Room

- It is ok if actual expenses differ from your application
- Submit all receipts and unused funds at once

Submit audit by May 1st

- Only the treasurer has access to the application
- Will receive a confirmation email right away
- Receive email once request has been processed
Top Five Things You Need to Know About Operating Funds

1. $200 annually
2. Spend on items needed for day to day operations
3. Apply between July 1st and April 1st
4. Submit audit by May 1st
5. Only the treasurer has access to the application
Operating Funds Walk Through

Treasurer Training 2016-2017
Questions?
Programming Funds
Programming Funds

- Eligible for $2000 or $3000 depending on level of active status
- Can pay departments, the RPAC, and Ohio Union directly
- Funds issued on a reimbursement basis
- Must submit receipts within 30 days of your event
- Apply by one of 5 deadlines, depending on event date
## Programming Funds

Request deadline based on event date:

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16 - October 15</td>
<td>July 1</td>
</tr>
<tr>
<td>October 16 – December 31</td>
<td>September 1</td>
</tr>
<tr>
<td>January 1 – March 15</td>
<td>November 15</td>
</tr>
<tr>
<td>March 16 – May 31</td>
<td>February 1</td>
</tr>
<tr>
<td>June 1 – August 15</td>
<td>April 15</td>
</tr>
</tbody>
</table>
Fundable Programs

1. Educational or Service Activity

2. Open to all students across campus

3. Broadly marketed

4. Be held on campus

Ideas: Panel, Workshops, Debates, Speakers, Film Series, Events, more…
Non-Fundable Programs

- Revenue Creation
- Tabling
- Donations
- Banquets
- Political Lobbying
- Recruitment
Reimbursement Categories

**Fully Fundable**
- Reimbursed up to the approved amount
  - Speaker fees, venue rentals
  - Consumable supplies, speaker travel

**Percent Limited**
- Reimbursed at a percentage of total expenses
  - Food (40%)
  - Apparel (20%)
  - Marketing (20%)
  - Takeaways (20%)
  - Service Travel (50%)
Programming Funds Timeline

Apply by deadline
- Will receive confirmation email

Hold program
- Will be approved or asked for more information

Submit audit within 30 days
- Will receive two emails – check has been requested and check available

Allocations committee review
- Your actual expenses can vary from your application – email MacGregor if unsure

Pick up check
- Will receive confirmation email

Your actual expenses can vary from your application – email MacGregor if unsure
Additional notes about programming requests

• Be very clear and detailed
• CSA may have never heard of your organization, all details you can provide are helpful in their decision making
• Follow the chart with percentages and be sure the percentages on your request match the chart
• The form times out after 15 minutes – be sure you are ready to fill it out in that time frame, or use a Word document first
Top Five Things You Need to Know About Programming Funds

1. $2000 or $3000 annually
2. Issued on a reimbursement basis
3. Some reimbursements are based on a percentage
4. Apply by 1 of 5 deadlines, based on event date
5. Audits due 30 days after event
Questions?
Completing Audit Forms
Submitting an Audit

Operating and programming funds only

- Audit forms can be found on Ohio Union website

Original, itemized receipts

- Must show proof of payment and exactly what was purchased

Submit to Resource Room

- It’s ok if actual expenses vary from the original application
2014-2015 CSA Allocations
Programming Funds Audit Form

Due to the Center for Student Leadership and Service in the Ohio Union, via MacGregor Oberfell within 30 days of the scheduled program date.

1. Write in your student organization, event name, and event date.

   Full Student Organization Name: The Brutus Buckeye Fan Club
   Title of Program: We Love Brutus 2K15
   Date of Program: January 11th, 2015

Directions:
- Pen to make notes. Open to additional categories.

2. List expenses individually in the most appropriate column.

<table>
<thead>
<tr>
<th>Category</th>
<th>Vendor(s)</th>
<th>Amount Spent</th>
<th>Explanation</th>
<th>Audited Amt. [Office Only]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. Entertainment</td>
<td>Ex. Southwest</td>
<td>Ex. $290</td>
<td>Ex. Speaker Flight Speaker Fee (waived)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mr. Brutus</td>
<td>$200</td>
<td>Printer cartridge, nametags</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staples</td>
<td>$45.67</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Attach all receipts to audit sheet and drop off at the Resource Room.
But…

Acceptable Receipt

Each item purchased is listed separately and lists each unit price along with total.

But…
P*ps* products not a fundable item!

Purchase only Coca-Cola Products!
Acceptable!

You may need multiple documents to show itemization and proof of payment!

Proof of payment
## WebCheckout Invoice

### Invoice number
I-55946958

### Created
8:43 AM, 4/21/2011

### Location
Reserve Equipment and Materials (IT Service Desk), 2009 Millikin Rd., Room #025 - Phone 614-292-3131

<table>
<thead>
<tr>
<th>Charges #</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4/21/2011</td>
<td>$15.00 per wireless mic, rented 2 mics</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payments #</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4/21/2011</td>
<td>Invoice paid by: $30.00 , receipt: 1-55946958 -- usage fee</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

### Terms

| Amount Due: | $0.00 |

---

Acceptable!
Payment received in the amount of $3000.

Robyn

April 1, 2011

robyn@robynomics.com
Proof of Payment: Cancelled Check

From the bank account, not a photocopy of the check

This (or bank statement) shows the funds have cleared your account.
**Not Acceptable**

Itemized, shows amount, does not show **proof of payment**
Not Acceptable

Illegible – this group waited too long to turn in their audit!
Ohio Union Event Services
2008 Ohio Union
1739 North High Street
Columbus OH 43210
Phone 614-292-5200 / Fax 614-292-1816

Invoice

Client
Edward Greenblat
8th Floor Improv Comedy Group
109 Morrison Tower
CAMPUS

Invoice Number: 77380045
Invoice Date: 4/15
Due Date: 5/20
Event Name: Bellwether Improv Festival
Reservation No.: 95
Credit Card/100 WIP approval: CSA funding

<table>
<thead>
<tr>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>150.00</td>
<td>150.00</td>
</tr>
</tbody>
</table>

Bookings / Details

Users of the Ohio Union for event purposes must submit full payment of fees no later than thirty (30) days from the receiving of the event invoice.

Changes or disputes to the invoice can be made within seven (7) days of receipt provided that the Ohio Union has not authorized services.

The Ohio Union appreciates your feedback and has created an online feedback submission tool: http://ohiouion.osu.edu/plan_an_event/contact/event_services_event_feedback.php

Thank you!

Friday, April 01, 2011
6:00 PM - 11:30 PM Bellwether Improv Festival (Confirmed) U.S. Bank Conference Theater
Reserved: 5:30 PM - 12:00 AM
Room Charge:
- Less 50% Discount
Ohio Union Equipment:
A/V Equipment:
- 6:00 PM - 11:30 PM Standard
  - Microphone - Wireless - US Bank Conference Theater
  - Less 50% Discount
  - Lighting Console - Conference Theater

Top Five Things You Need to Know About Completing an Audit

1. Original, itemized receipts including proof of payment required
2. May need multiple documents to show that!
3. Audit forms found on the Ohio Union website
4. Operating and Programming audits have different due dates
5. Submit to Resource Room
Questions about funding?

MacGregor Obergfell (Obergfell.1@OSU.edu)
Fiscal Officer for Student Life

Weekly office hours:

Visit activities.osu.edu for updated office hours
Questions?
President’s Role: Registration Basics
Registration Windows

Two Registration Windows

<table>
<thead>
<tr>
<th>Spring Window</th>
<th>February 15 – April 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Window</td>
<td>August 1 – October 15</td>
</tr>
</tbody>
</table>

- Organizations **self-select** their window
- Pick your Window based on officer transitions
- For new organizations: All requirements must be completed within 60 days or by the last day of the registration Window – whichever is later.
Registration Windows

• Complete all your registration requirements during your organization’s Window each year.

*Trainings completed outside of your registration window only apply to PREVIOUS registration window requirements.
Annual Registration Requirements

- **President**: Training, Complete online registration
- **Treasurer**: Training
- **Advisor**: Training (bi-annual), Approvals: Registration, Goals, Funds
Registration & Management

Roster Page

Required:

- Primary Leader
- Secondary Leader
- Treasurer
- Advisor
- Must have a minimum of 5 OSU students
- List all members in roster

Must list first name, last name, lastname.# & email address – enter carefully!

- May list other officer positions
- Add new or delete old members
- Must approve all returning members each year
- If you have co-Presidents, both must complete President Training for both to have login access
Registration & Management
Registration Statuses

Inactive → Pending → Active – New/Re-Established → Active – Established

Organizations switch to **Pending** at the start of their Window
## Registration Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inactive</td>
<td>Organizations that have not completed all registration requirements by their registration Window deadline. *Ineligible to use the free resources for student organizations.</td>
</tr>
<tr>
<td>Pending</td>
<td>Brand new organizations or organizations in the process of completing registration requirements.</td>
</tr>
<tr>
<td>Active – New/Re-established I or II</td>
<td>All registration requirements completed by the deadline; organizations that have been registered for less than 2 continuous years or have less than 15 members</td>
</tr>
<tr>
<td>Active - Established</td>
<td>All registration requirements completed by the deadline; organizations that have been registered for more than 2 continuous years and have at least 15 members</td>
</tr>
</tbody>
</table>
Status Progression: Representation of end of window

If all requirements are met:

- **Inactive** (or no previous status)
  - • Active New/Re-established I

- **Active New/Re-established I**
  - • Active New/Re-established II

- **Active New/Re-established II**
  - • Active/Established (If requirements aren’t met)

- **Active/Established**
  - • Active/Established (If requirements aren’t met)

- • Active New/Re-established I
Academic Requirements

Minimum GPA Requirements for officers

<table>
<thead>
<tr>
<th>Officer</th>
<th>Minimum GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>2.0</td>
</tr>
<tr>
<td>Graduate</td>
<td>3.0</td>
</tr>
<tr>
<td>Professional</td>
<td>2.0</td>
</tr>
</tbody>
</table>

• Officers must be enrolled in classes full time

• Students may not serve as an officer of more than 3 different student organizations
Academic Requirements

If these requirements are not met:

<table>
<thead>
<tr>
<th>1st semester</th>
<th>An email will be issued as a warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd semester</td>
<td>Officer will be asked to find a replacement and step down</td>
</tr>
</tbody>
</table>

You are a student first!

We want your involvement to be a complement to your experience at Ohio State.
Coming Soon

Additional guidance/recommendations will be made available by spring semester regarding Clery reporting from student organizations about off-campus events and travel. Please be tracking any organization travel to report next year.

Look for these changes next year!
# Role of the President

## Online management system requirements
- Attend president’s training
- Complete general information
- Enter goals
- Upload updated constitution
- Approve organization’s roster

## Managing your organization
- Manage room reservations
- Utilize resource room line of credit
- Coordinate meetings and events
- Primary contact for organization
- Communicate with treasurer, officers, and members

## Preparing your organization for success
- Provide a vision for organization
- Help manage conflicts
- Ensure good morale and teambuilding
- Identify and prepare future leaders
# Role of the Advisor

## Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend advisor training every 2 years</td>
</tr>
<tr>
<td>Approve registration, goals, and funding requests</td>
</tr>
<tr>
<td>Co-sign on a bank account for organization (optional)</td>
</tr>
</tbody>
</table>

## Leadership of Organization

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary resource for the organization</td>
</tr>
<tr>
<td>Provide continuity, perspective, suggestions, and advice</td>
</tr>
</tbody>
</table>
Advisors

All student organizations must have an advisor
- Must be an OSU faculty or staff member
- You may have more than one advisor

Graduate and professional students and civil service employees are not eligible
- may serve as co-advisors
Questions about registration?

Ally Himes (Himes.86@OSU.edu)
Coordinator for Student Organizations

Center for Student Leadership & Service
CSLS@OSU.edu
Resources for Operations
Keith B. Key Center for Service and Leadership Resource Room

- Each student organization receives an annual $250 Line of Credit to spend on resources.

- Line of Credit resets on the last day of your organization’s registration Window OR when your organization is switched to active.

- New organizations will receive a $25 Line of Credit for their first 60 days of Pending status.

- All members listed on an organization’s roster can use the organization’s Line of Credit, unless organization restricts.
Resource Room

• Only three primary officers may reserve and check out equipment
• When your Line of Credit runs out, if your status is Inactive, or whenever you desire, you can purchase items at their cost from the Resource Room
• Individuals can purchase items from the Resource Room
Keith B. Key Center for Student Leadership & Service
Keith B. Key Center for Student Leadership & Service

- Lounge
- Graphics Department
- Video Department
- Meeting Rooms
- Office Space & Lockers
- Leadership Library
Offices & Lockers

- Student organizations have access to office spaces and storage lockers.
- Student organization mail can be addressed to the Ohio Union Resource Room and picked up.
Resources for Student Organizations

Marketing resources

• Graphic designers, videographers, or photographers
• Utilize Resource Room for marketing materials and printing
• Sign up for involvement fairs
• Utilize your operating funds to purchase promotional clothing or other supplies to facilitate organization operation
Technology Resources

- **Website hosting** – sign up through registration on ‘Org Info’ page
- Organization email listservs are managed by **OCIO**.
- Organization email addresses (myorgname@osu.edu) are also managed by OCIO.
  - Only your advisor can fill out the online request form for these resources
Resources

Utilize our website!

Using University Trademarks
Traffic and Transportation Management  Student organization and travel
Swank: Purchase rights to show movies at your event
UniPrint: Printing large posters or signs on campus
Archives: help to make your organization a part of Ohio State’s history
Hazing and alternatives to hazing
Alcohol Policy
Diversity & Inclusion
Suicide Prevention
Sexual violence education and support
Activities and Programs with Minor Participants Policy
Utilize our website:
http://activities.osu.edu/involvement/student_organizations/resources/
Student Organization Staff

**Ally Himes** – Coordinator of Student Organizations
Himes.86@osu.edu

– Coordinator of the Center for Student Leadership & Service
Resource Room & Office Space

**MacGregor Obergfell** – Fiscal Officer
Obergfell.1@osu.edu
Wrap-Up

For future reference
- Email with links and presentation slides
- Roadmap for Success

Before you leave
- Sign the sign-in sheet!
- Stop by the Resource Room