Student Organization Advisor Training 2016
Agenda

Introductions
Student Organization Philosophy
Role of the Advisor, President, Treasurer
Registration
Funding
Liability & Risk Management
Resources Overview
Questions, Wrap-up, Evaluation
Returning Advisor

Were a Former Member

Advise Multiple Orgs
Student Organization Philosophy
The Ohio State University
Office of Student Life

Registered Student Organizations

Student Activities

Council on Student Affairs

University Senate
Philosophy on Student Organizations

A Student Organization is an association of Ohio State students created for any educational purpose that supports the vision and goals of the University set forth in the Academic Plan and the Diversity Action Plan.

Student Organizations serve as a medium for academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships.
From the Student Life Survey…

Annual assessment of all students
Explores on-campus involvement, outside of class
Why do Students Join?

Over 57% of undergraduates and nearly 36% of graduate/professional students are involved in a student organization.

Benefits and outcomes include…

1. Sense of community
2. Connection to university
3. Increased confidence
4. Learn own strengths/abilities
Why do Students Join?

The **top three reasons** why students join student organizations are…

1. It matched my interests
2. To make new friends
3. To build my resume

Other top responses include gaining leadership skills and professional networking
Why Students DON’T Join?

The top three reasons why students don’t get involved…

1. I don’t have enough time
2. I have work commitments
3. I am too focused on academics

Available time is especially important for graduate/professional students
Role of Advisor, President, Treasurer
Role of the Advisor

Registration Requirements

- Complete training, every 2 years
- Online approvals – registration, goals

Ongoing Approvals

- Operating and Programming Funds
- University reservations (varies)
- Signatory on bank account

Other Duties as Negotiated

- Meet 1:1 with officers
- Attend meetings
- Oversee finances
- Support officer transition
- Interpret policy
- Maintain history
- Manage risk
- Motivate and inspire
Finding the Right Balance

“Sherif and Sherif (1964) found that the greatest difficulty advisers faced was in avoiding two extremes: on one hand, they should not appear too involved or too aggressive, lest they create the impression that they are trying to take control; on the other hand, they cannot appear too uninvolved or passive, or they will give the impression that they are not interested in the group.”

From “Advising Student Groups and Organizations” by Dunkel and Schuh
Role of the President

Set Vision, Goals

Prepare for Future Success

Public Face

Manage Your Organization

Coord. Meetings

Set Vision, Goals

Morale, Team Building

Communicate with Advisors, Treasurers

Build Future Leaders
Priority Topics for the President

• Annual Registration Renewal
• Pursuing the Organization’s Purpose, Annual Goals
• Officer/ Leadership Transition
• Communication Within Organization
Role of the Treasurer

- Approve Spending
- Chief Financial Officer
- Manage All Funds
- Request Funds
- Financial Wellness
- Provide Financial Leadership
- Collect Dues
- Maintain Records
Priority Topics for the Treasurer

• Creating a Budget
• Submitting/ Spending/ Auditing University Funding Requests
• Ethical Management of Funds
Pinkcast 1.4: This chart will make you rethink parenting and leading

Length: 133 seconds

http://www.danpink.com/
For Discussion

What roles have you filled for your student organization?

How will you work effectively with both your president and treasurer?

What questions do you have about your role?
Registration Overview
Minimum Criteria

• **Membership**
  • At least 5 students
  • 90% are currently-enrolled Ohio State students

• **Leadership**
  • Identify President, Secondary Leader, and Treasurer

• **Advisor**
  • Faculty or A&P staff member

• **Academic Balance**
  • Minimum GPA (2.0 for undergrad and prof, 3.0 for grad)

• **Registration Requirements**
  • Online information & Approvals
  • Trainings
Registration Windows

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

• Organizations **self-select** their window

• Select your window based on officer transitions

• New organizations: complete registration requirements within 60 days OR by the last day of the registration window (whichever is later)
Registration Requirements

President

- Training
- Complete Online Registration

Treasurer

- Training

Advisor

- Training (every 2 years)
- Approvals: Registration, Goals
Online Registration

Enter organization’s **general information**:  
- purpose statement  
- anti-hazing statement  
- organization type  
- meeting and office information  
- officer transition  
- membership  
- registration window selection

Enter and approve organization **roster**

Upload (or verify) **constitution**

Enter at least 2 **goals**

Only the president has access to complete these sections!
We have a new website! A new video will be developed to highlight the updated layout of our Management System.
Registration Status

- Pending
- Active – New/Re-Established
- Active – Established
- Inactive
## Registration Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pending</strong></td>
<td>Brand new organizations and Organizations in the process of completing registration requirements (within registration window).</td>
</tr>
<tr>
<td><strong>Active – New/Re-established I or II</strong></td>
<td>Organizations that have completed all registration requirements within window; Have been registered for less than 2 continuous years, or have fewer than 15 members</td>
</tr>
<tr>
<td><strong>Active – Established</strong></td>
<td>Organizations that have completed all registration requirements within window; Have been registered for more than 2 continuous years, and have at least 15 members</td>
</tr>
<tr>
<td><strong>Inactive</strong></td>
<td>Organizations that have not completed all registration requirements by their registration window deadline.</td>
</tr>
</tbody>
</table>
Funding Overview
All Columbus-campus students pay $37.50 into the activity fee each semester.
Operating Funds

- Use for daily operations
- $200 annually
- Funds issued in advance
- Apply between July 1 and April 1
- Submit audit and receipts by May 1
Operating Expenses

<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising, Promotion, Printing</td>
</tr>
<tr>
<td>National Dues, Fees</td>
</tr>
<tr>
<td>Travel, Transportation to retreats and conferences</td>
</tr>
<tr>
<td>Bank Charges, Checks</td>
</tr>
<tr>
<td>Membership Awards</td>
</tr>
<tr>
<td>Equipment Costs, Facility Rental Fees</td>
</tr>
<tr>
<td>Books, Subscriptions</td>
</tr>
<tr>
<td>Office Supplies</td>
</tr>
</tbody>
</table>

Up to $100 on food for recruitment events
Programming Funds

- Use for on-campus programs
- Apply by one of 5 deadlines, based on program date
- Funds issued on reimbursement basis
- $2,000 or $3,000 based on level of Active status
- Submit audit and receipts within 30 days of program
Programming Expenses

- Food, Beverages (40%)
- Publicity (20%)
- Take-Aways (20%)
- Apparel (20%)
- Service Travel (50%)
- Equipment Rental, Consumable Supplies
- Ohio State Facilities
- Personnel

Speaker Costs, Entertainment
## Application Deadlines

<table>
<thead>
<tr>
<th>Apply by...</th>
<th>Program Date</th>
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</thead>
<tbody>
<tr>
<td>July 1</td>
<td>August 16 - October 15</td>
</tr>
<tr>
<td>September 1</td>
<td>October 16 - December 31</td>
</tr>
<tr>
<td>November 15</td>
<td>January 1 - March 15</td>
</tr>
<tr>
<td>February 1</td>
<td>March 16 - May 31</td>
</tr>
<tr>
<td>April 15</td>
<td>June 1 - August 15</td>
</tr>
</tbody>
</table>
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)
Liability and Risk Management
Relation to the University

Student organizations are not official legal entities of the university.

As representatives of the university, student organization advisors assume a small amount of risk.
Minimize Your Risk

Minimize your risk as an advisor

• Stay familiar with university policies
• Stay informed of organization activities
• Use good judgement
• “Reasonable person” standard
Risk Management

Varying levels and types of risk with student organizations

- Emergency
- Financial
- Reputation
- Safety
Indemnification Letter

Sample letter is available online
Outlines the university’s indemnification of advisors

Dear ______________:
I understand that you have been requested to serve as faculty/staff advisor to ______________________, a student organization recognized by The Ohio State University.

You are hereby authorized to serve as advisor to that student organization. If you elect to do so, you are authorized and directed to represent the interests of The Ohio State University as part of your official responsibilities to the university.

Under Ohio law, employees of the university are entitled to certain immunity, insurance and/or indemnity protection provided that they do not act with malicious purpose, in bad faith, in a wanton or reckless manner, or manifestly outside the scope of their official responsibilities.

Provided that you act in a manner consistent with these standards, you will be fully entitled to any such immunity, insurance, or indemnity protection in the performance of your official responsibilities as advisor.

On behalf of the university, I thank you for assuming the important role of advisor and wish you the best of luck with this endeavor.

Sincerely yours,

Title: ______________________
Additional guidance/ recommendations will be made available by spring semester regarding:

• Advisor role and liability with student organization finances
• Clery reporting from student organizations about off-campus events and travel
University Policies

Clery Act
Federal law requires campuses to compile and publish crime statistics

Title IX
Duty to report sexual assault, misconduct

FERPA
Protection of educational records
University Resources

Hazing
studentconduct.osu.edu

Alcohol
partysmart.osu.edu

Suicide
reach.osu.edu

Sexual Violence
advocacy.osu.edu
University Resources

**BART** (Bias Assessment and Response Team)
studentlife.osu.edu/bias

**Open Doors** (diversity training)
opendoors.osu.edu

**Student Mediation Program**
studentconduct.osu.edu
More Assistance Available

Games of Chance/ Raffles/ Auctions
Controversial speakers
Campus-wide events
Legal referrals
Insurance coverage
Filing tax returns
Financial monitoring
Code of Student Conduct
Resources Overview
Student Organization Staff

Ally Himes – Coordinator for Student Involvement
Registration and Training
Himes.86@osu.edu

Jasmine Scott – Coordinator for the KBK Center for Student Leadership & Service
Resource Room & Center spaces
Scott.1935@osu.edu

MacGregor Obergfell – Business Development Coordinator
Student Organization Funding
Obergfell.1@osu.edu

Jen Pelletier – Associate Director for Leadership, Service, and Student Organizations
Pelletier.17@osu.edu
Student Organization Insider Insider

Student Organization Insider for
February 3rd, 2016

Student Activities Announcements
1. President, Treasurer, and Advisor Trainings Posted
2. Access88 Library Trip Opportunities
3. OSU Votes: Student Voter Registration & Education
4. Does your student organization need funding? Apply to Buckeye Soup!
5. CSA Office Hours

Student Organization Announcements
1. Mondays with Mundo Eve of the Beholder- Monday February 8th 6:30-8:30 PM at Curl Viewpoint South above Curl Market
2. BuckeyeFOSL 2/10 Winter Program Blurb
3. Valentine’s Day Flower Sale- Friday, February 12
4. APTE Summit Date: February 13th, 2016
Keith B. Key Center for Student Leadership and Service
Resource Room

Variety of supplies for student orgs and individual users

$250 line-of-credit for Active student orgs
Leadership Development

Workshops, Trainings and Retreats

• Over 30 different topics
• Staff and student facilitators
• Consultation or facilitation of entire agenda
• Coca-Cola Retreat Packages
Programming Resources

Ohio Union Events
Buckeye Events Network (BEN)
Coca-Cola Beverage Donation

Working with food
Showing a movie
Transportation
International Travel
Marketing Resources

Graphic Designers
Photography/ Videography
Vendors for promotional items
Student Activities online calendar
Ohio Union digital screens
University Brand compliance (brand.osu.edu)

ohiounion.osu.edu/about_the_union/marketing
Technology Resources

Website hosting by university
Organizational email listservs
Organizational email accounts

http://activities.osu.edu/involvement/student_organizations/resources
Questions, Wrap-up and Evaluation
Thank You for Attending

Before You Leave:
  Sign attendance sheet

Following Today’s Training:
  Confirmation email, links/ resources
  Complete session evaluation online

Contact Us:
  pelletier.17@osu.edu or csls@osu.edu