Student Organization Advisor Training 2017
Agenda

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

1,349 active student organizations

40,078 total student members

Average org size: 29

Org size range: 5-600

Updated: February 2017
Role of Advisor, President, Treasurer
Role of the Advisor

Registration Requirements

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

NEW in 2017

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
Role of the President

Manage Your Organization

- Public Face
- Set Vision, Goals
- Coord. Meetings
- Morale, Team Building
- Communicate with Advisors, Treasurers
- Build Future Leaders

Prepare for Future Success
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
- Request Funds
- Financial Wellness
- Collect Dues
- Maintain Records

Manage All Funds

Provide Financial Leadership
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

<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
- 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

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Enter and approve organization **roster**

Upload (or verify) **constitution**

Enter at least 2 **goals**

Complete **Clery reporting** for off-campus events

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Only the president has access to complete these sections!
Similar videos exist for Registration and Funding processes
# Registration Status

<table>
<thead>
<tr>
<th>Pending</th>
<th><strong>Brand new</strong> organizations and Organizations <strong>in the process</strong> of completing registration requirements (within registration window).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Active – New/ Re-established I or II</strong></td>
<td>Organizations that have <strong>completed all registration requirements</strong> within window; Have been registered for less than 2 continuous years, <strong>or</strong> 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 <strong>more than 2 continuous years</strong>, <strong>and</strong> have at least <strong>15 members</strong></td>
</tr>
<tr>
<td><strong>Inactive</strong></td>
<td>Organizations that have <strong>not completed</strong> all registration requirements by their registration window deadline.</td>
</tr>
</tbody>
</table>

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This chart delineates the status of organizations based on their registration completion and ongoing requirements, categorized into Pending, Active – New/Re-established, Active – Established, and Inactive statuses.
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

- Advertising, Promotion, Printing
- National Dues, Fees
- Travel, 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
Programming Funds

Use for on-campus programs

Apply by one of 5 deadlines, based on program date

$2,000 or $3,000 based on level of Active status

Funds issued on reimbursement basis

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>
</tr>
</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
Manage Your Risk

• Upload signed indemnification letter
  NEW in 2017
• Stay familiar with university policies
• Stay informed of organization activities
• Use good judgement
• “Reasonable person” standard
Indemnification Letter

Sample letter is available online
Upload to Student Org Management System for your protection

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 to the university.

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: ______________________
Risk Management

Varying levels and types of risk with student organizations

• Emergency
• Financial
• Reputation
• Safety
Clery Reporting

Student orgs will be requested to complete Clery reporting for off-campus events from the past year.

Presidents will submit this with other online updates during their registration window.

Key element – “exclusive use of space”

FAQs available online.
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 Prevention
reach.osu.edu

Sexual Violence and Student Civility
sce.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

Working with Minors

hr.osu.edu/services/minors-on-campus
Additional Liability/ Risk Topics

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

Anna Fredendall – Coordinator for Student Involvement
Registration and Training
Fredendall.7@osu.edu

Johnnie Jordan – Coordinator for the KBK Center for Student Leadership & Service
Resource Room & Center spaces
Jordan.597@osu.edu

Lindsay Marx – Business Development Coordinator
Student Organization Funding
Marx.78@osu.edu

Jen Pelletier – Associate Director for Leadership, Service, and Student Organizations
Pelletier.17@osu.edu
Student Organization Insider for May 4, 2017

Student Activities Announcements

Spring Registration Window deadline passed
No Student Organization Office Hours in the Summer
Student Organization Annual Report
Register for the Fall Student Involvement Fair
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
Student Organization
SUCCESS FRAMEWORK

▶ INDIVIDUAL:
Consciousness of Self, Leadership Efficacy, Wellness, Social Perspective Taking, Social Change Behavior

▶ ORGANIZATION:
Purpose and Goals, Membership Recruitment and Retention, Budgeting and Financial Management, Fundraising and Philanthropy, Leadership Transitions, Self-Governance, Operational Efficiency, Collaboration, Responsiveness and Innovation, Awareness of and Comfort with Difference, Advising Partnerships

▶ COMMUNITY:
Citizenship, Connection to the University, Connection to and Belonging in the Student Organization Community, Risk Reduction
Leadership & Service Resources

Workshops, trainings and retreats by request

Coca-Cola Retreat Packages

Columbus Service Support Program

http://activities.osu.edu/involvement/leadership_development

http://activities.osu.edu/involvement/service_outreach
Programming Resources

Ohio Union Events (ohiounion.osu.edu)
Buckeye Events Network (ben.osu.edu)
Coca-Cola Beverage Donation (studentlife.osu.edu/coke)

Working with food
Showing a movie
Transportation
International travel
Marketing Resources

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

studentlife.osu.edu/secure/marketing
Technology Resources

Website hosting service (org.osu.edu)
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

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