



Student Organization Virtual Advisor Training Autumn 2020





Agenda

Major Updates

Student Organization Community

Role Requirements

Registration and Funding

Risk and Liability

Available Resource

Upcoming Programs and Deadlines

Questions and Follow-Up



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Major Updates



Top Two Resources

SafeAndHealthy.osu.edu

go.osu.edu/StudentOrgGuidance



The Latest Update

Per an email to all student orgs on 9/14...

extend the suspension of student organizations' in-person events and gatherings while we continue to monitor rates after the Labor Day holiday.



Meeting and Programs

- Virtual meetings and programs are strongly encouraged
- In-person meetings and programs must have 10 or fewer participants, indoors and outdoors, on- and off-campus
- On-campus space reservations are not yet available



Registration and Funding

- Registration requirements are the same, extensions are available
- Operating and Programming Funds are available
- Additional funding considerations:
 - *Travel*
 - *Food*
 - *Virtual programming*
 - *Safety guidance*



Accountability & Consequences

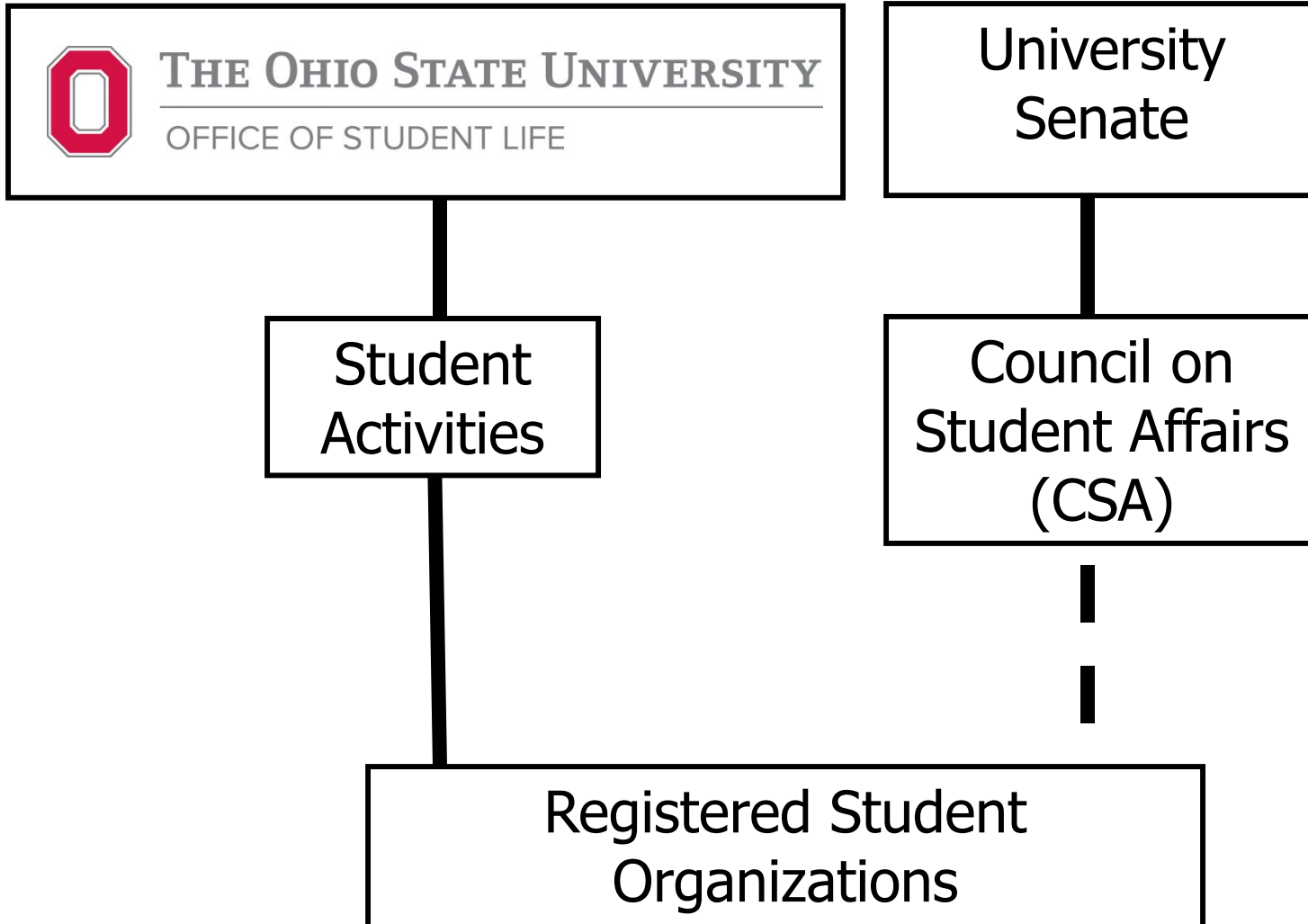
- Both the organization and individual students can be held accountable under the Code of Student Conduct
 - *Loss of org recognition, individual suspension*
- Reduce your risk by being a good steward
- Consider updates to the org Constitution
- Report behavior to go.osu.edu/conductcomplaint



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Student Organization Community





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.

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



From the Guidelines

- Initiated, led and developed by students
- Guided by and contribute to high standards
- Contribute to skill development
- All students have an opportunity to be involved



From the Guidelines

- Organizations grow over time, impact campus culture, affect students outside of their membership
- Meaningful student-faculty interaction
- Interaction across diverse backgrounds
- Financially self-supporting



Relation to the University

Student organizations are not official legal entities of the university

Student organization advisors serve as one point of connection between the organization and the university



Student Organization **SUCCESS FRAMEWORK**

Member Development

Leadership Capacity and Confidence | Social Perspective Taking | Wellness

Organization Operations

Purpose and Goals | Membership Recruitment and Retention
Budgeting and Financial Management | Fundraising and Philanthropy
Programming | Leadership Transitions | Self-Governance
Operational Efficiency | Collaboration | Responsiveness and Innovation
Diversity and Inclusion | Risk Reduction | Advisor Partnerships

Community Engagement

Connection to Student Organizations | Affinity with the University
Commitment to Social Change



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Role Requirements

Primary Leader | Treasurer | Advisor



Role Requirements

Primary Leader

Training
(online & in-person)

Complete
Online
Registration

Treasurer

Training
(online & in-person)

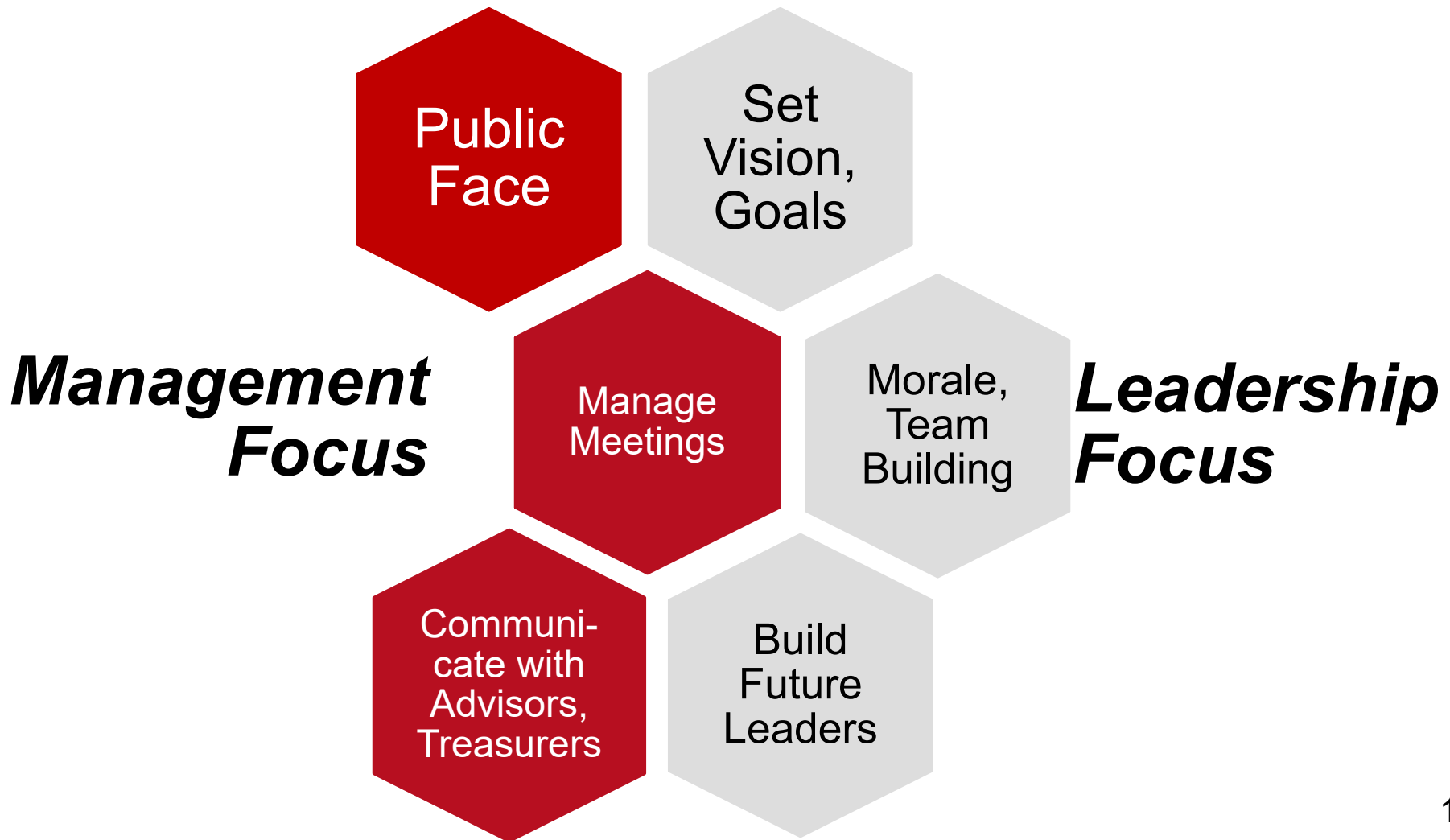
Advisor

Training
(every 2 years)

Approvals:
Registration
and Goals



Role of the Primary Leader



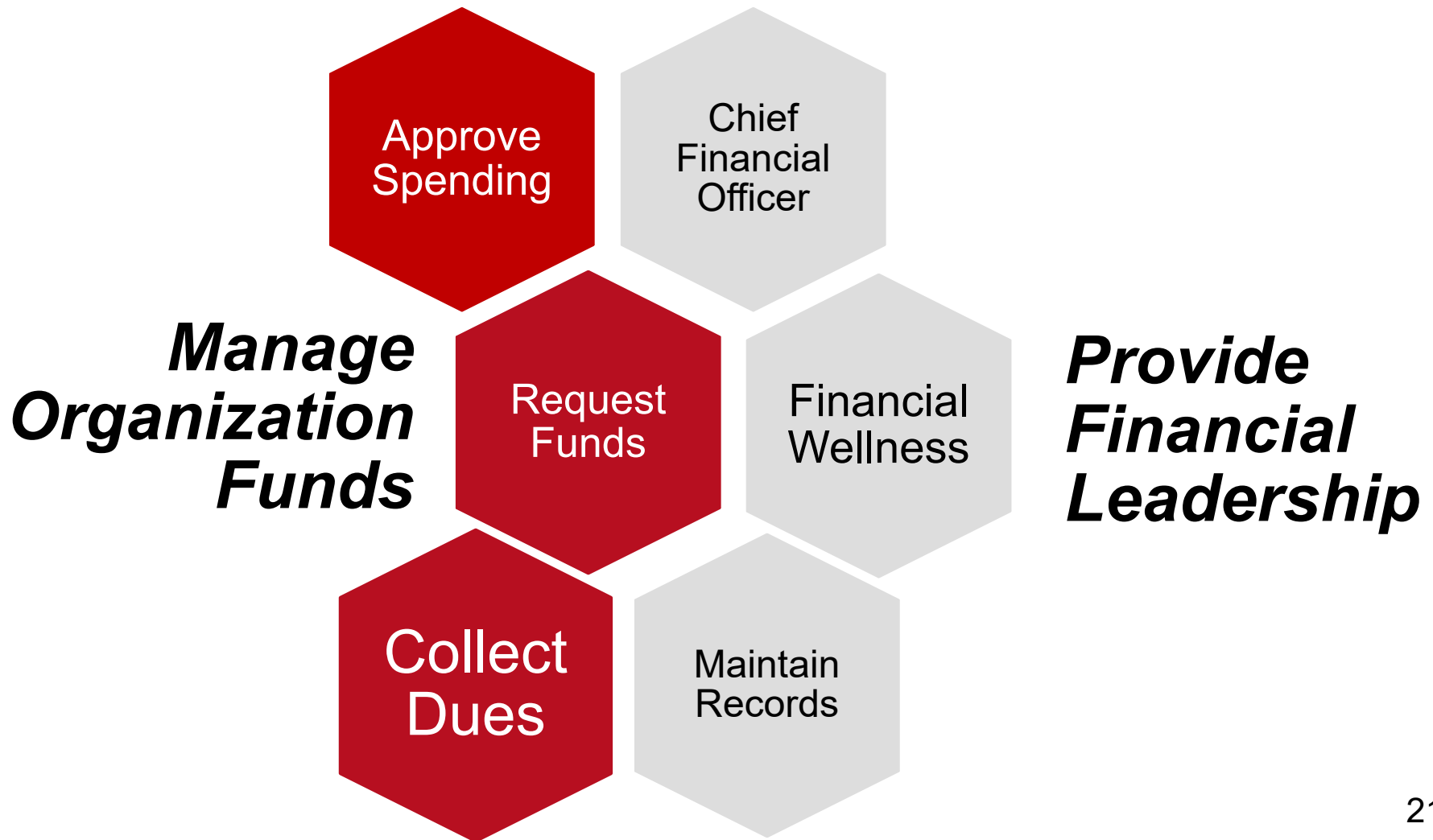


Framework Outcomes for the Primary Leader

- Purpose and Goals
- Operational Efficiency (*Annual Registration Renewal Requirements*)
- Self-Governance
- Leadership Transitions



Role of the Treasurer





Framework Outcomes for the Treasurer

- Budgeting and Financial Management
- Fundraising and Philanthropy
- Operational Efficiency
- Risk Reduction



Role of the Advisor





Advisor/Student Org Agreement



Advisor and Student Organization Agreement

Student organization advisors are integral to the success of student leaders, members and the overall organization. Any faculty or A&P staff may serve as the primary advisor for a student organization. The primary advisor is listed in the online organization directory and is responsible for completing annual registration renewal requirements. CCS staff, graduate students, alumni, community members or other non-university employees may serve as co-advisors.

Advisors serve as a connection between student organizations and the university. With the exception of key registration requirements, the advisor's role is negotiable with the student organization. A review of, and mutual agreement on, the advisor's role should take place annually between the student organization leaders/ members and the advisor. Below are some points to discuss together:

-
1. **Attend organization meetings and events** (How many meetings will the advisor attend per semester? Does the student leader expect the advisor to be at specific events and meetings? Are there particular time constraints that the advisor has that should be taken into account?)



Framework Outcomes for the Advisor

- Advisor Partnerships
- Leadership Transitions
- Affinity with the University



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Registration and Funding



STUDENT **ACTIVITIES**



Student Organization Management System

Current Logged in as **pelletier.17** ([Logout](#))

- | | | | | | | |
|-----------------------|-----------------------------|-----------------------------------|---------------------------|-------------------------|--------------------------------|-------------------------------|
| Tools | Manage Orgs | Advisor Approvals | CSA Links | Funding | Administrative | Report Server |
|-----------------------|-----------------------------|-----------------------------------|---------------------------|-------------------------|--------------------------------|-------------------------------|

Use the following management pages to update information about your student organization, view your training history and sign up for new trainings, check on past funding requests and submit new applications.

Contact csls@osu.edu with any questions or assistance in using the features of this management site.

- Please Choose An Organization to Manage

To change groups, please click on your position for the group below.

Brutus Buckeye Fan Club - Advisor

- [View Org Information](#)
- [Programming Requests](#)
- [Approve Organization/Registration](#)
- [Approve Funding Requests](#)
- [Approve Goals](#)
- [Advisor Training](#)

<http://activities.osu.edu/secure/studentorgs>



Student Organization Management Overview

for Student Organization Advisors

Welcome! This brief video will highlight the features of the Student Organization Management system...

▶ ▶| 🔊 0:00 / 5:33





Registration Windows

Spring Window	February 1 – April 15
Autumn Window	August 15 – October 30

- Organizations self-select their window, ideally based on leadership transition timeline
- **New organizations:**
Complete registration requirements within 60 days
OR by the last day of the registration window
(whichever is later)



Minimum Registration Criteria

- **Membership**
 - At least 5 students
 - 90% are currently-enrolled Ohio State students
- **Leadership**
 - Identify Primary Leader, 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



Online Registration Updates

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

Complete Clery reporting for off-campus events

Only the primary leader has access to complete these sections!



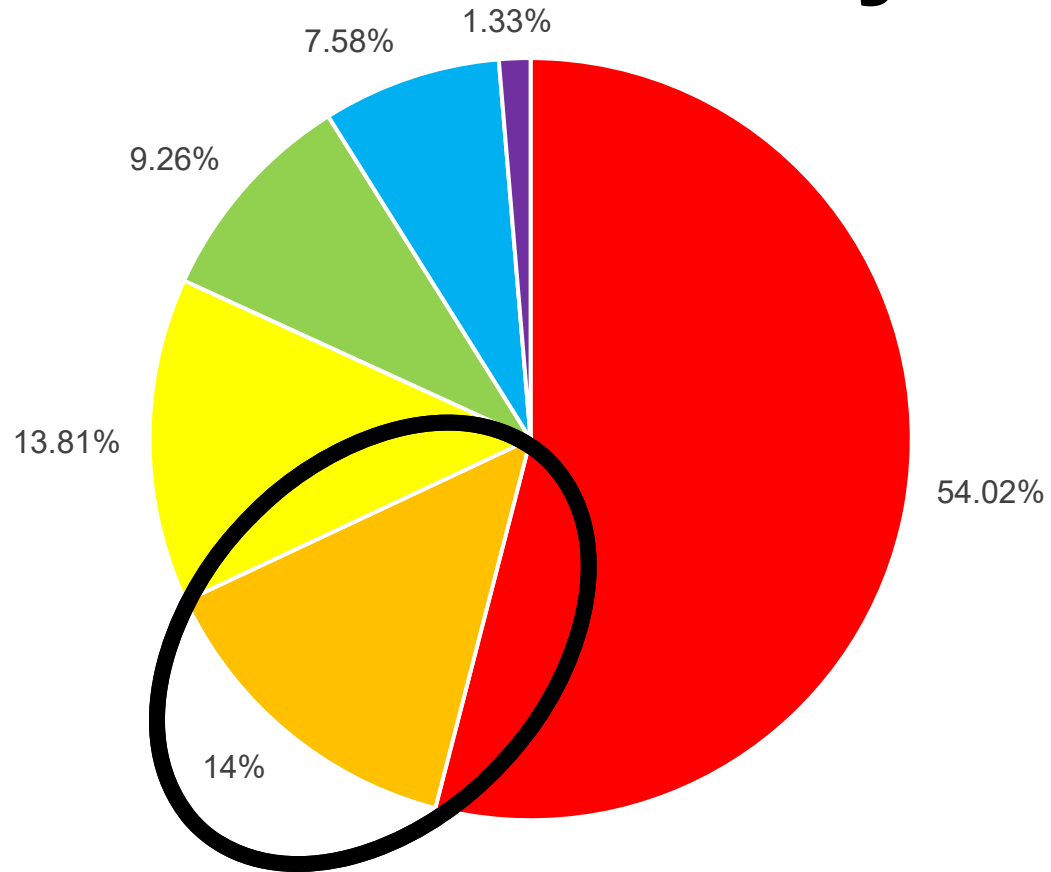
Registration Status

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



Student Activity Fee

All Columbus-campus students pay the Student Activity Fee each semester



- Ohio Union Activities Board
- Student Organization Funding
- D-Tix Discount Ticket Program
- Student Government Funding
- Buck-I-SERV Alternative Breaks
- Pay It Forward



CSA Funding

Operating Funds

\$200

Daily operations

Rolling application
(July 1-April 1)

Funds issued in
advance

Audits due by May 1

Programming Funds

\$2,000 or \$3,000

On-campus programs

5 specific deadlines

Funds issued as
reimbursement

Audits due within 30
days



Changes to CSA Funding

Operating Funds

No travel through
12/31/20

Programming Funds

Virtual and in-person
programs are
accepted

Food is discouraged

No travel through
12/31/20



Changes to CSA Funding

Purchases that do not comply with safety guidance provided by the university and/or CSA may not be reimbursed



Programming Funds Deadlines

Apply by...	Program Date
July 1	August 16 - October 15
September 1	October 16 - December 31
November 1	January 1 - March 15
February 1	March 16 - May 31
April 15	June 1 - August 15



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Risk and Liability



Assessing Organization Risk

Varying types of risk with student orgs

- Financial
- Physical/ Emotional Safety
- Emergency
- Reputation

As advisor, you take on some liability with the organization



Manage Your Risk

- Stay familiar with university policies
- Stay informed of organization activities
- Be explicit in Constitution and org communications
- Not listed on org bank account
- Use good judgement (*“reasonable person” standard*)
- Upload optional indemnification letter



Indemnification Letter

Letter template is
available online

Upload to
Student Org
Management
System

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: _____



Clery Reporting

Student orgs are **asked to complete** Clery reporting for **off-campus events** from the past year

Primary Leaders 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

Code of Student Conduct

Applies to individuals and student organizations, on- and off-campus, formal and informal

Applies to health and safety protocols

studentconduct.osu.edu



University Resources

Hazing

studentconduct.osu.edu

Alcohol

partysmart.osu.edu

Sexual Misconduct

titleix.osu.edu

Suicide Prevention

reach.osu.edu



Additional Liability/ Risk Topics

Games of Chance/ Raffles/ Auctions

Legal advice

Insurance coverage

Filing tax returns

Financial monitoring



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Available Resources



Student Organizations Team

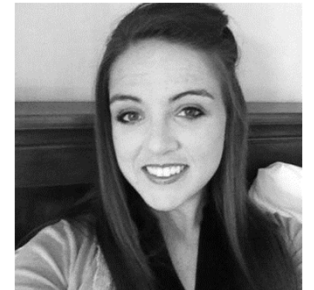
Brooke Olson – Coordinator for Student Involvement
Registration and Training
Olson.276@osu.edu or csls@osu.edu



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



Angela Britton – Business Development Coordinator
Student Organization Funding
Britton.190@osu.edu or CSAfunding@osu.edu



Jen Pelletier – Associate Director for Student Activities
Pelletier.17@osu.edu





Student Organization Coaches

Coaches can help your student organization

- Solve problems and connect with resources
- Set goals using the Success Framework
- Collaborate with fellow leaders
- Get support for member recruitment, leadership transitions, budgets and more



Student Organization Insider

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STUDENT ORG INSIDER

THE OHIO STATE UNIVERSITY

Student Organization Insider for February 6, 2019

Student Activities Announcements

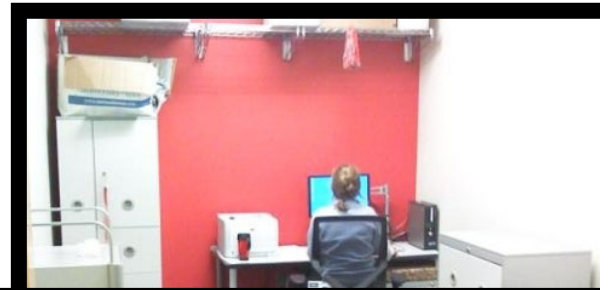
- [Student Organization Success Framework: Purpose and Goals](#)
- [Student Organization Spring Registration Window is now open](#)
- [Apply for Student Organization Success Coaches](#)
- [Applications open for the Student Leadership Advocates \(SLA\) Cohort](#)
- [Last week to apply to the Leadership Awards](#)
- [Fall in Love with Your Love Languages](#)
- [Apply Today to Be an OSU Votes Ambassador](#)

Student Organization Announcements

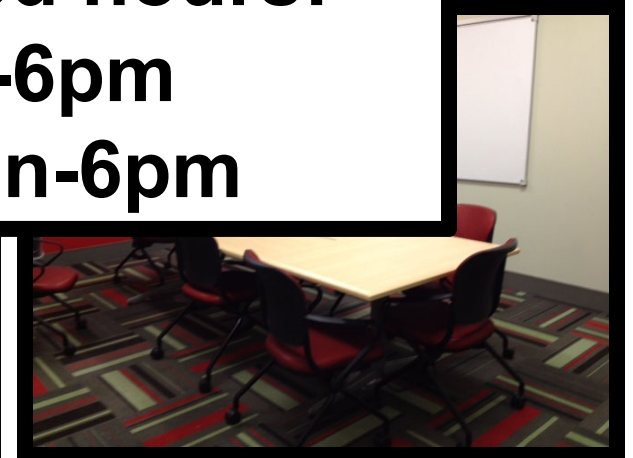
- [SAC Spike Volleyball Tournament](#)
- [Crisis Management Case Competition](#)
- [April 7th 12 Hour-Run 8 a.m. to 8 p.m.](#)
- [Join Project HEAL OSU for their 4th Annual Gala on Feb. 23rd at the Union for food, raffles, entertainment, and speakers](#)
- [Learn leadership from the CEO of Republic Airline](#)
- [Engineers without Borders is hosting the 2019 OSU Humanitarian and Development Conference](#)



Keith B. Key Center for Student Leadership and Service



**The KBK Center and Resource Room
are operating on adjusted hours:
Monday-Friday 9am-6pm
Saturday-Sunday Noon-6pm**





KBK Center, Resource Room

\$250 line-of-credit

Not all resources
are available

Online order form





Resources Webpage

STUDENT ACTIVITIES



Check out what's happening in Student Life →

- About Us
- Involvement
- Programs and Events
- Contact Us
- Search

Involvement

Student Organizations

Find a Student Organization

Registration

Training

Funding

Programming

Advisors

Student Organization Success Framework

Student Organization Success Coaches

YBK Center for Student

Resources

This page is under construction! For assistance with our resources or questions regarding organization operations, email us at csls@osu.edu. Stay tuned for more content soon!

[Registration](#) | [Member Development](#) | [Organization Operations](#) | [Community Engagement](#) |

Registration

Student organizations are required to complete registration annually. For more information on the process and requirements, visit the [Registration page](#).

Student Organization Management System Tutorial Videos

[For Presidents](#)

[For Advisors \(updated spring 2018\)](#)

[How to Apply for Operating Funds \(updated spring 2017\)](#)



Resources Available Online

Leadership and Service

Coaches, Virtual Workshops by request,
Columbus Service Support Program

Programming/ Events

Space reservations (inside and outside),
Coke donations, Food safety, Movies,
Transportation, Travel



Additional Resources

Marketing

Graphic design, Photography,
Videography, Vendors, Online calendars,
Digital screens, Brand compliance

Technology

Website hosting, Listserv, Email address



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Upcoming Programs and Deadlines



Registration and Funding Deadlines

Autumn Registration Window: October 30

Programming Funds: September 1

- For events taking place
October 16-December 31

Programming Funds: November 1

- For events taking place
January 1-March 15



Monthly Advisor Roundtables

Second Thursdays at Noon

August 13 – Org Operations in COVID

September 17 – Leadership Transitions

October 15 – Mid-Semester Check-in

November 12 – Looking Ahead to Spring

Register at

go.osu.edu/StudentOrgProgramming



Student Org Essentials

Mondays at 5:30 p.m.

September 19 – Social Media

October 5 – Fostering Wellbeing in Your Org

October 12 – Leadership Transitions

October 26 – OSU Extension

November 16 – Inclusion in Student Orgs

Recordings at

go.osu.edu/StudentOrgProgramming



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Questions and Follow-up



Thank You for Attending

Following Today's Training:

Confirmation email with links and resources

Contact Us:

pelletier.17@osu.edu or csls@osu.edu

For Additional Questions:

Stay on the meeting to chat individually