Agenda

Major Updates
Student Organization Community
Role Requirements
Registration and Funding
Risk and Liability
Available Resource
Upcoming Programs and Deadlines
Questions and Follow-Up
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](http://go.osu.edu/conductcomplaint)
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
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

**Public Face**

**Set Vision, Goals**

**Manage Meetings**

**Morale, Team Building**

**Communicate with Advisors, Treasurers**

**Build Future Leaders**

**Management Focus**

**Leadership Focus**
Framework Outcomes for the Primary Leader

• Purpose and Goals
• Operational Efficiency (*Annual Registration Renewal Requirements*)
• Self-Governance
• Leadership Transitions
Role of the Treasurer

Approve Spending

Chief Financial Officer

Manage Organization Funds

Request Funds

Financial Wellness

Collect Dues

Maintain Records

Provide Financial Leadership
Framework Outcomes for the Treasurer

- Budgeting and Financial Management
- Fundraising and Philanthropy
- Operational Efficiency
- Risk Reduction
Role of the Advisor

Registration Requirements

- Complete Training
- Approve Registration and Goals
- Approve Funding Requests
- Org history, Policy
- Development resources
- Content expertise

Other Duties as Negotiated
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
Registration and Funding
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 csos@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...
Registration Windows

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

- 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

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pending</strong></td>
<td><em>Brand new</em> organizations and Organizations <em>in the process</em> 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 <em>completed all registration requirements</em> 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 <em>more than 2 continuous years</em>, and have at least <em>15 members</em></td>
</tr>
<tr>
<td><strong>Inactive</strong></td>
<td>Organizations that have <em>not completed</em> all registration requirements by their registration window deadline.</td>
</tr>
</tbody>
</table>
All Columbus-campus students pay the Student Activity Fee each semester.
## 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

<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 1</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>
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
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
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
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 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

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
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](http://go.osu.edu/StudentOrgProgramming)
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