Student Organization
Advisor Training
Autumn 2021
Agenda

The Latest
Student Organization Community
Role Requirements
Registration and Funding
Risk and Liability
Available Resource
Upcoming Programs and Deadlines
Questions and Follow-Up
The Latest
Top Two Resources

SafeAndHealthy.osu.edu

Activities.osu.edu/involvement/student_organizations/covid19_information
The Latest Update

Per emails to all student orgs in May & June, and all-campus messaging in August:

Our next phase of resuming on-campus events includes:

• *In-person events, gatherings, and tabling allowed indoors, outdoors, on- and off-campus*
• *Masking required indoors for all individuals, outdoors for non-vaccinated individuals*
• *Advisor approval not needed for on-campus space reservations*
Meeting and Programs

• Virtual and hybrid meetings and programs are still strongly encouraged
• In-person meetings and programs may have more than 10 participants
• Attendee capacity is determined by facility
• Food is permitted for on-campus activities
Registration and Funding

• Registration requirements are the same
• Registration extensions expire autumn 2021
• Temporary suspension of membership size requirement through spring 2022
• Operating and Programming Funds are available
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)
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

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

**Management Focus**
- Manage Meetings
- Communicate with Advisors, Treasurers

**Leadership Focus**
- Morale, Team Building
- Build Future Leaders
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
- Request Funds
- Collect Dues
- Manage Organization Funds
- Chief Financial Officer
- Financial Wellness
- 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
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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>Window</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Window</td>
<td>February 1 – April 15</td>
</tr>
<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**
  - Primary Leader, Secondary Leader, and Treasurer

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

• **Academic Balance**
  - Minimum enrollment and GPA

• **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

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*Only the primary leader has access to complete these sections!*
## Registration Status

<table>
<thead>
<tr>
<th>Pending</th>
<th>Brand new organizations and Organizations in the process of completing registration requirements (within registration window).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active – New/ Re-established I or II</td>
<td>Organizations that have completed all registration requirements within window; Have been registered for 2 or fewer continuous years, or have fewer than 15 members</td>
</tr>
<tr>
<td>Active – Established</td>
<td>Organizations that have completed all registration requirements within window; Have been registered for 3 or more continuous years, and have at least 15 members</td>
</tr>
<tr>
<td>Inactive</td>
<td>Organizations that have not completed all registration requirements by their registration window deadline.</td>
</tr>
</tbody>
</table>
Student Activity Fee

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 current changes or restrictions

Programming Funds
In-person, hybrid, and virtual programs are eligible for 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 informed of organization activities
• Stay familiar with university policies
• 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 as advisor.

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
Hazing and Collin’s Law

More information will become available this fall about Collin’s Law

Required hazing prevention training for all students before joining a group

Increased sanctions for hazing violations

Training for faculty/staff advisors, coaches, volunteers
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
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

Student Org Insider
September 23, 2020

Student Activities Announcements

Virtual Open House on Oct 6
You're invited to join the Student Org Team at this year's KBK Center for Student Leadership and Service Open House. Attendees are student organization leaders who would like to network with each other, discuss current challenges and innovations related to student org operations, and learn about important resources available to support student organizations. Learn more about the program and mark your calendar.

Student Organizations May Resume Gatherings of 10 or Fewer
Per the message from Student Life on Tuesday, student organizations may gather in-person of groups of 10 or fewer. Please refer to safeandhealthy.osu.edu for details on gatherings and what is permitted at this time. The Student Org Team will continue to post updates to the FAQ for Autumn 2020 page on the website.

Digital Activism Collective Conference
The Digital Activism Collective Conference is a virtual experience that aims to help participants understand their role as a leader in today’s world by honing in on their passions and developing skills to contribute to digital activism and positive social
Keith B. Key Center for Student Leadership and Service

The KBK Center and Resource Room have resumed regular hours:
Monday-Friday 8am-9pm
Saturday-Sunday 11am-8pm
KBK Center, Resource Room

$250 line-of-credit

Online order form

Equipment and games available
Resources

Resources Menu

Resources below are sorted by outcomes from the Student Organization Success Framework. Use the links in the menu to navigate directly to related resources with an outcome, or peruse the whole page by scrolling. Reach out to us at csis@osu.edu if you have any questions about resources or suggestions for something you'd like to see in this list.

- **Registration** - Tutorial videos, training content, and support resources

- **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
Free Resources

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

Technology
    Website hosting, Listserv, Email address
Upcoming Programs and Deadlines
Registration, 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

Third Thursdays at Noon
September 23 – Hazing Prevention
October 21 – Leadership Transitions
November 18 – Topic TBA

Register or access recordings/ materials at
go.osu.edu/StudentOrgProgramming
Student Org Essentials

Mondays at 5:30 p.m.
Dates and Topics TBA

Recordings at
  go.osu.edu/StudentOrgProgramming
Member Development Grant

Applications open now
Up to $500
Rolling application (at least 3 weeks in advance of activity)
Matched with a Coach to implement activity

Recordings at
go.osu.edu/StudentOrgProgramming
National Hazing Prevention Week

September 20-24, 2021
Keynote speaker on September 13
Marketing/ social media assets will be available for all student orgs
Additional programming details will be shared soon
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