Student Organization Advisor Training
Autumn 2018
Agenda

Introductions
Student Organization Philosophy
Administrative Tasks and Policies
Working with Students
Resources for Student Organizations
Questions and Follow-Up
Introduce Yourself to A Neighbor

- Name
- Role on campus
- Organization(s) you advise
- Where do you spend most of your time with your student organization?
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.
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.
Community Snapshot

1,361 active student organizations

41,758 total student members

Average org size: 29

Org size range: 5-602

Updated: July 2018
Administrative Tasks & Policies
Annual Registration Process
Minimum Registration 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

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Spring Window</strong></td>
<td>February 1 – April 15</td>
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<tr>
<td><strong>Autumn Window</strong></td>
<td>August 15 – October 30</td>
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- 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 (online & in-person)
- Complete Online Registration

Treasurer
- Training (online & in-person)

Advisor
- Training (every 2 years)
- Approvals: Registration and 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**

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

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Pending</strong></td>
<td>Brand new organizations and Organizations in the process of completing registration requirements (within registration window).</td>
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<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, or have fewer than 15 members</td>
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<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>
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<tr>
<td><strong>Inactive</strong></td>
<td>Organizations that have <strong>not completed</strong> all registration requirements by their registration window deadline.</td>
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Student Organization Funding
All Columbus-campus students pay $37.50 into the activity fee each semester.
Operating Funds

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

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

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<tr>
<th>Apply by...</th>
<th>Program Date</th>
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<tbody>
<tr>
<td>July 1</td>
<td>August 16 - October 15</td>
</tr>
<tr>
<td>September 1</td>
<td>October 16 - December 31</td>
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<tr>
<td>November 15</td>
<td>January 1 - March 15</td>
</tr>
<tr>
<td>February 1</td>
<td>March 16 - May 31</td>
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<tr>
<td>April 15</td>
<td>June 1 - August 15</td>
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Liability and Risk Reduction
Assessing Organization Risk

Varying levels and types of risk with student organizations

- Emergency
- Financial
- Reputation
- Safety

As advisor, you take on some risk/ liability with the organization
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.

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 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

**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
University Resources

Hazing
studentconduct.osu.edu

Alcohol
partysmart.osu.edu

Suicide Prevention
reach.osu.edu
Additional Liability/ Risk Topics

Games of Chance/ Raffles/ Auctions
Controversial speakers
Legal advice
Insurance coverage
Filing tax returns
Financial monitoring
Working with Students
Role of the President

Public Face

Set Vision, Goals

Coord. Meetings

Morale, Team Building

Communicate with Advisors, Treasurers

Build Future Leaders

Manage Your Organization

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
- Manage All Funds
- Request Funds
- Financial Wellness
- Collect Dues
- Maintain Records
- Provide Financial Leadership

35
Priority Topics for the Treasurer

• Creating a Budget
• Submitting/ Spending/ Auditing University Funding Requests
• Ethical Management of Funds
Role of the Advisor

Registration Requirements
• Complete training, every 2 years
• Online approvals – registration and 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

NEW in 2017
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?)
Resources for student organizations
Student Organization Staff

**Vacant** – Coordinator for Student Involvement Registration and Training
New hire expected to start in January 2019

**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 Student Activities
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 and Service

Workshops by request, Coca-Cola Retreat Packages, Columbus Service Support

Events/ Fundraising

Space reservations (inside and outside), Coke donations, Food safety, Movies, Transportation, Travel, Risk management
Resources Available Online

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

Technology
Website hosting, Listserv, Email address
Questions and Follow-up
Thank You for Attending

Before You Leave:
  Sign attendance sheet

Following Today’s Training:
  Confirmation email with links and resources

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