



# **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

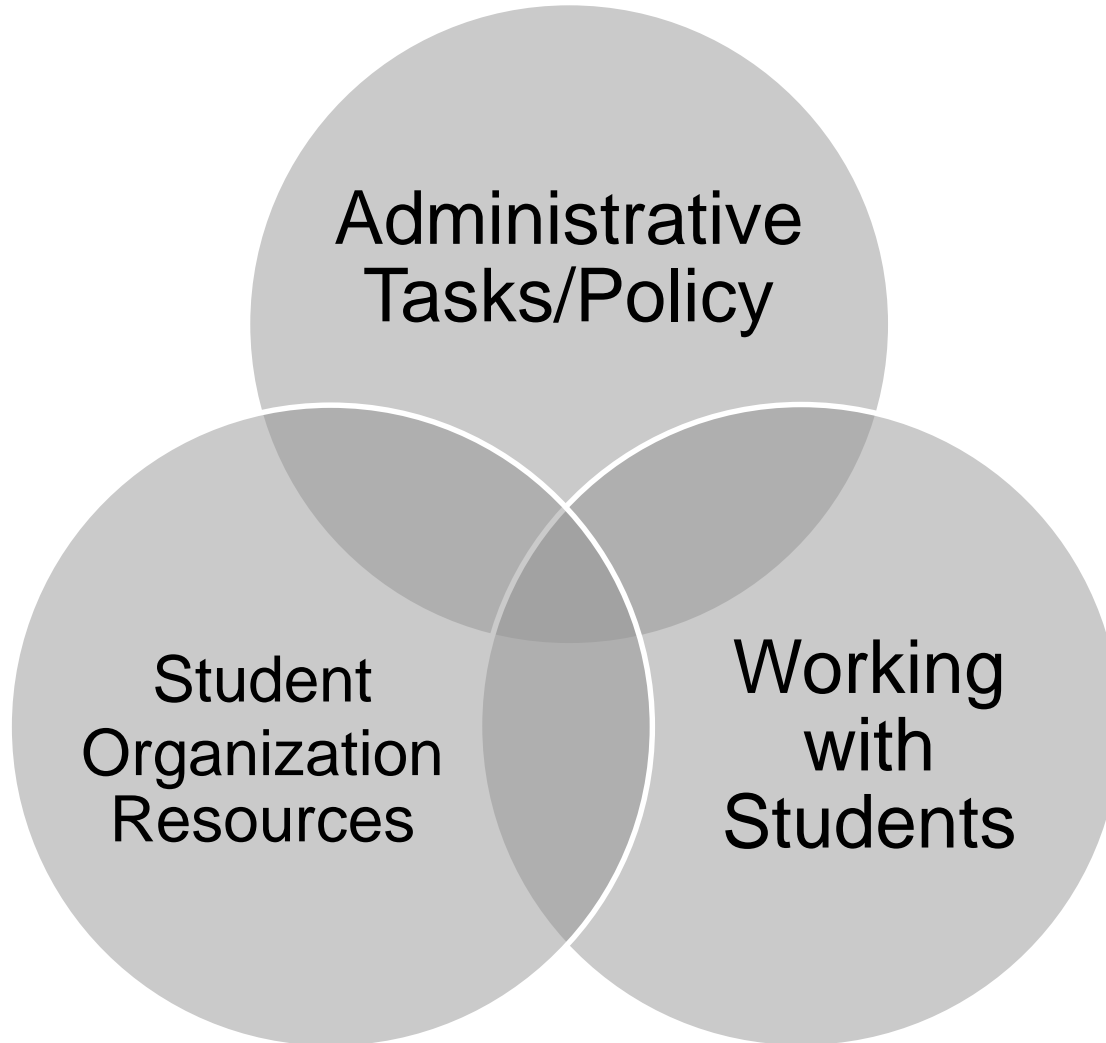


Name

Role on campus

Organization(s) you advise

Where do you spend most of your time with your student organization?

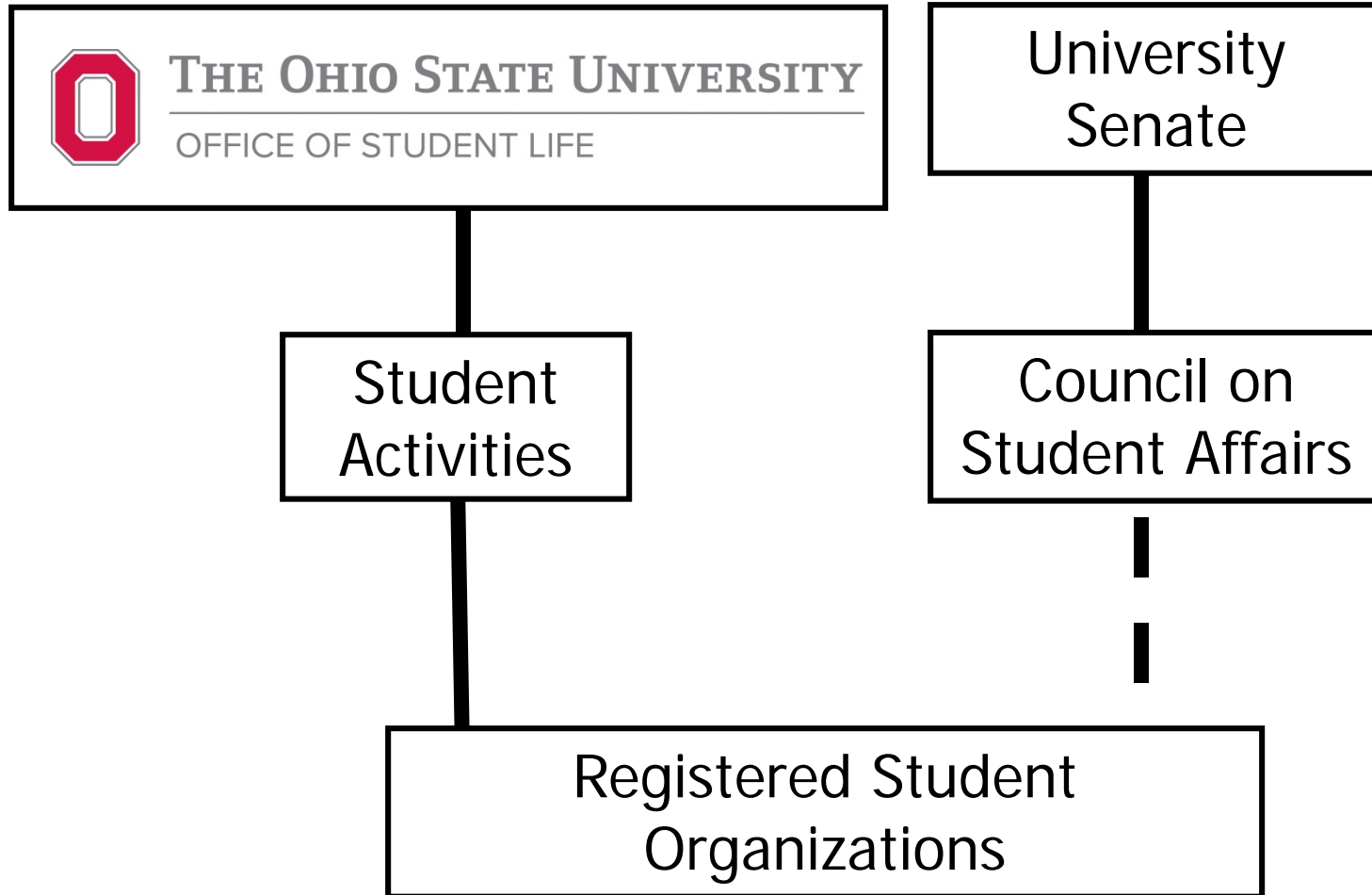




**THE OHIO STATE UNIVERSITY**

OFFICE OF STUDENT LIFE

# 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





**THE OHIO STATE UNIVERSITY**

OFFICE OF STUDENT LIFE

# 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

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

- 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!



The screenshot shows a video player interface. At the top, there is a red header bar with the Ohio State University logo and text on the left, and 'Student Activities' on the right. The main content area is white with the following text centered: 'Student Organization Management Overview' in a large, bold, black font, and 'for Student Organization Advisors' in a smaller, italicized, black font below it. At the bottom of the video frame, there is a subtitle: 'Welcome! This brief video will highlight the features of the Student Organization Management system...'. Below the video frame is a black control bar with play, pause, and volume icons on the left, and a progress indicator showing '0:00 / 5:33'. On the right side of the control bar are icons for closed captions (CC), settings (gear), a white box, and a full-screen icon.

**Similar videos exist for Registration and Funding processes**





# Registration Status

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

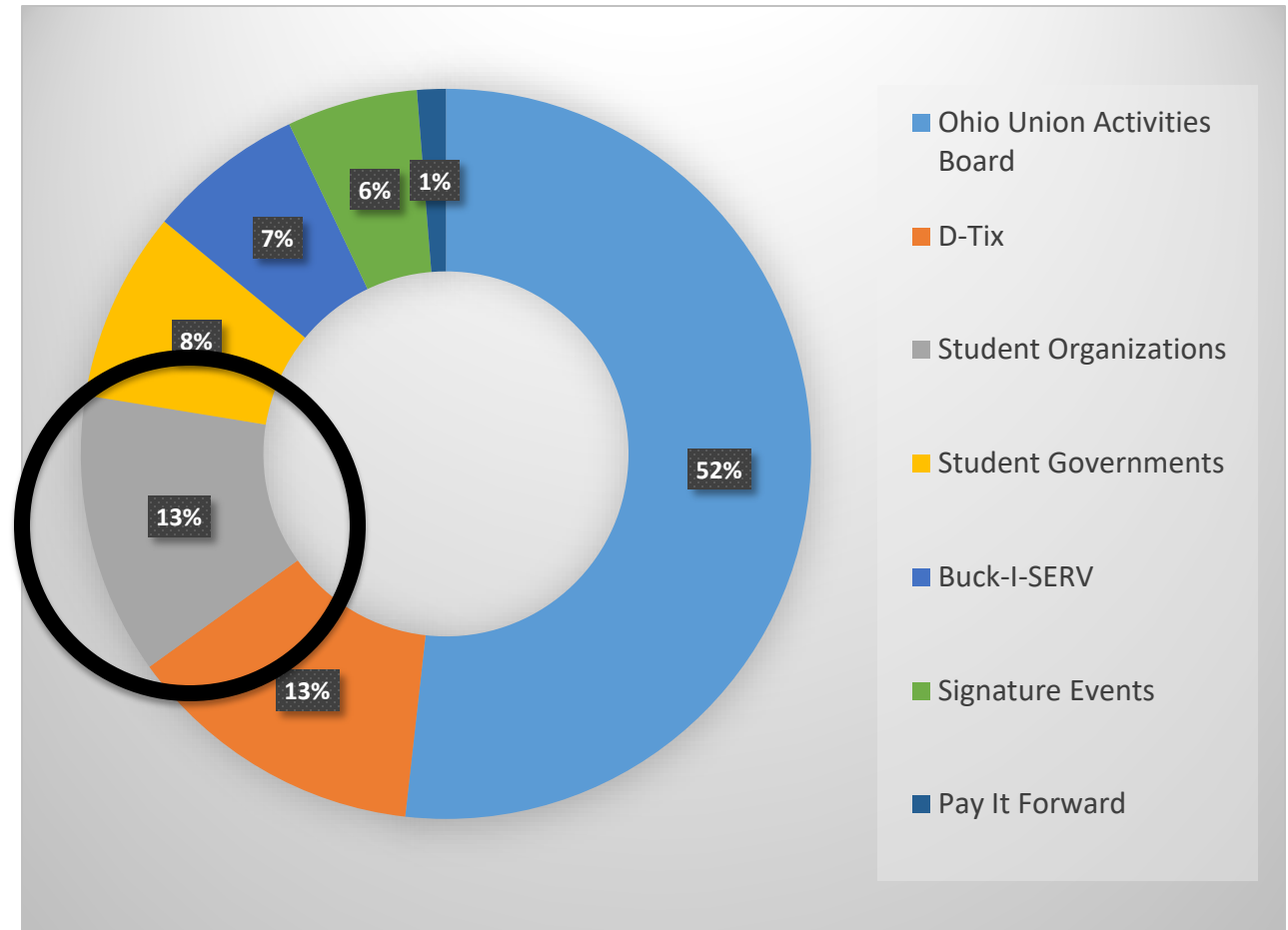


# **Student Organization Funding**



# Student Activity Fee

All Columbus-campus students pay \$37.50 into the activity fee each semester.



student activity fee





# Operating Funds

Use for  
daily  
operations

\$200  
annually

Apply  
between  
July 1 and  
April 1

Funds  
issued  
in advance

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

Apply by one  
of 5 deadlines,  
based on  
program date

Funds  
issued on  
reimbursement  
basis

Submit audit  
and receipts  
within 30 days  
of program



# Application Deadlines

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



# **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](http://studentlife.osu.edu/bias)

**Open Doors** (diversity training)

[opendoors.osu.edu](http://opendoors.osu.edu)

**Student Mediation Program**

[studentconduct.osu.edu](http://studentconduct.osu.edu)

**Working with Minors**

[hr.osu.edu/services/minors-on-campus](http://hr.osu.edu/services/minors-on-campus)



# University Resources

## Hazing

[studentconduct.osu.edu](http://studentconduct.osu.edu)

## Alcohol

[partysmart.osu.edu](http://partysmart.osu.edu)

## Suicide Prevention

[reach.osu.edu](http://reach.osu.edu)



# Additional Liability/ Risk Topics

Games of Chance/ Raffles/ Auctions

Controversial speakers

Legal advice

Insurance coverage

Filing tax returns

Financial monitoring



**THE OHIO STATE UNIVERSITY**

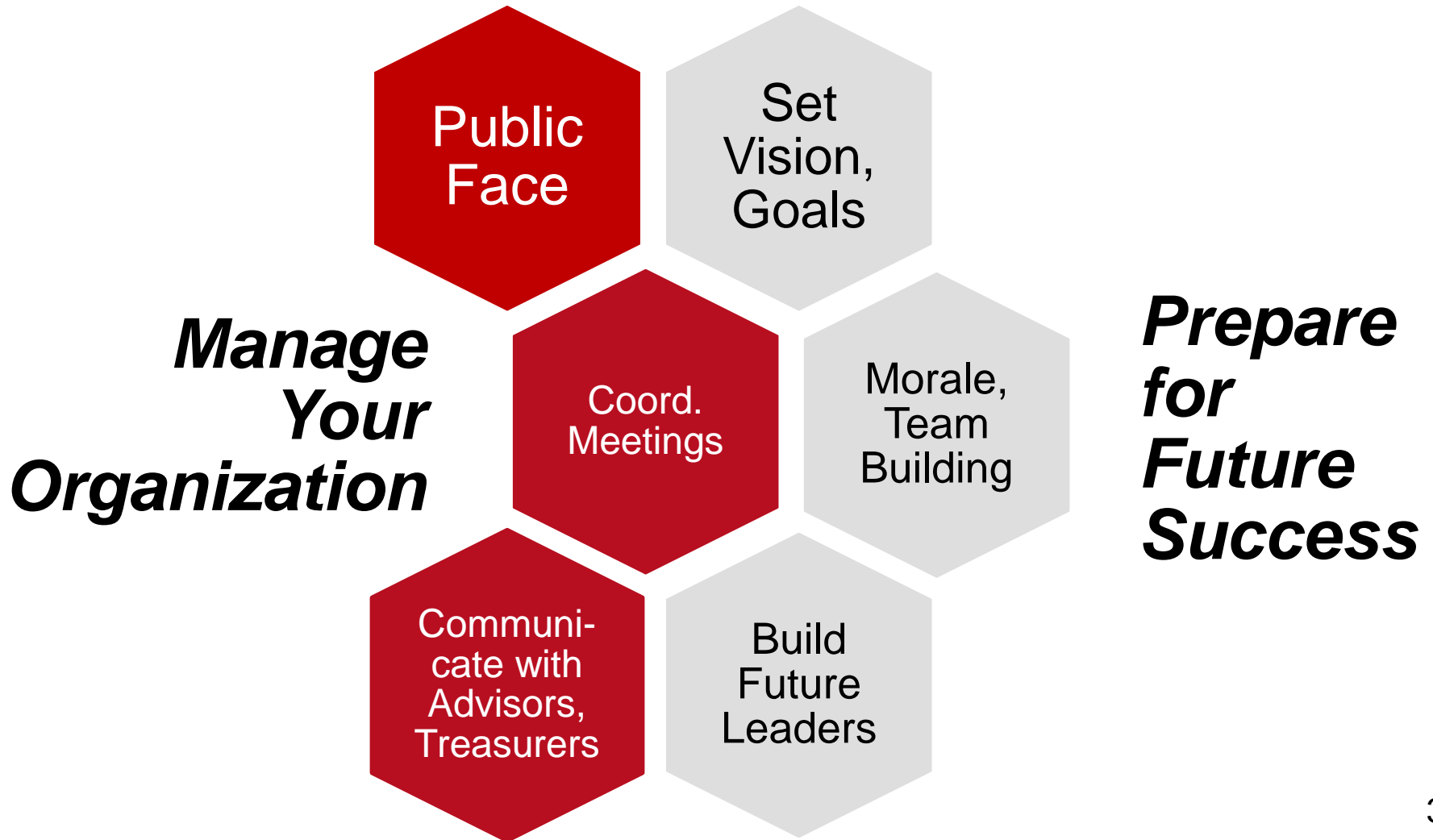
OFFICE OF STUDENT LIFE

# Working with Students





# Role of the President



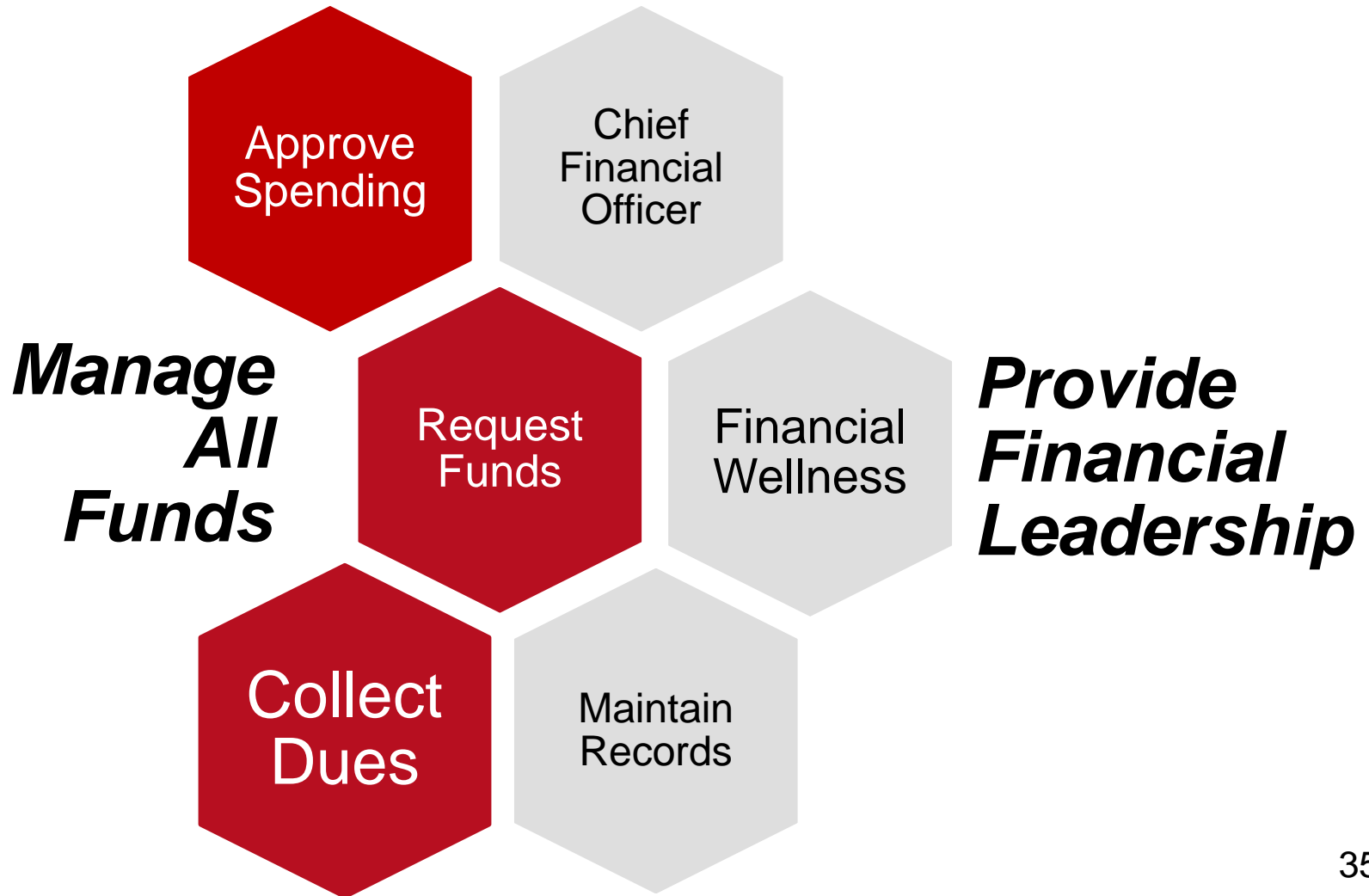


# Priority Topics for the President

- Annual Registration Renewal
- Pursuing the Organization's Purpose, Annual Goals
- Officer/ Leadership Transition
- Communication Within Organization



# Role of the Treasurer





# 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~~

**NEW in 2017**

## 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



# 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?)



**THE OHIO STATE UNIVERSITY**

OFFICE OF STUDENT LIFE

# 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



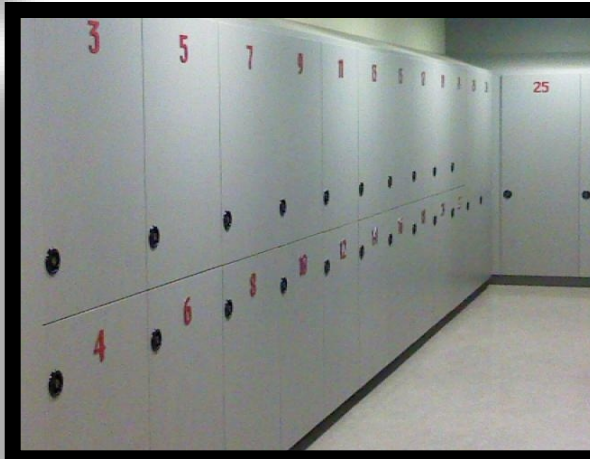
## Student Organization Insider for May 4, 2017

### [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





# Resources Available Online

## 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



**THE OHIO STATE UNIVERSITY**

OFFICE OF STUDENT LIFE

# 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](mailto:pelletier.17@osu.edu) or [csls@osu.edu](mailto:csls@osu.edu)