



Student Organization Advisor Training Spring 2018



Agenda

Introductions

Student Organization Philosophy

Role of the Advisor, President, Treasurer

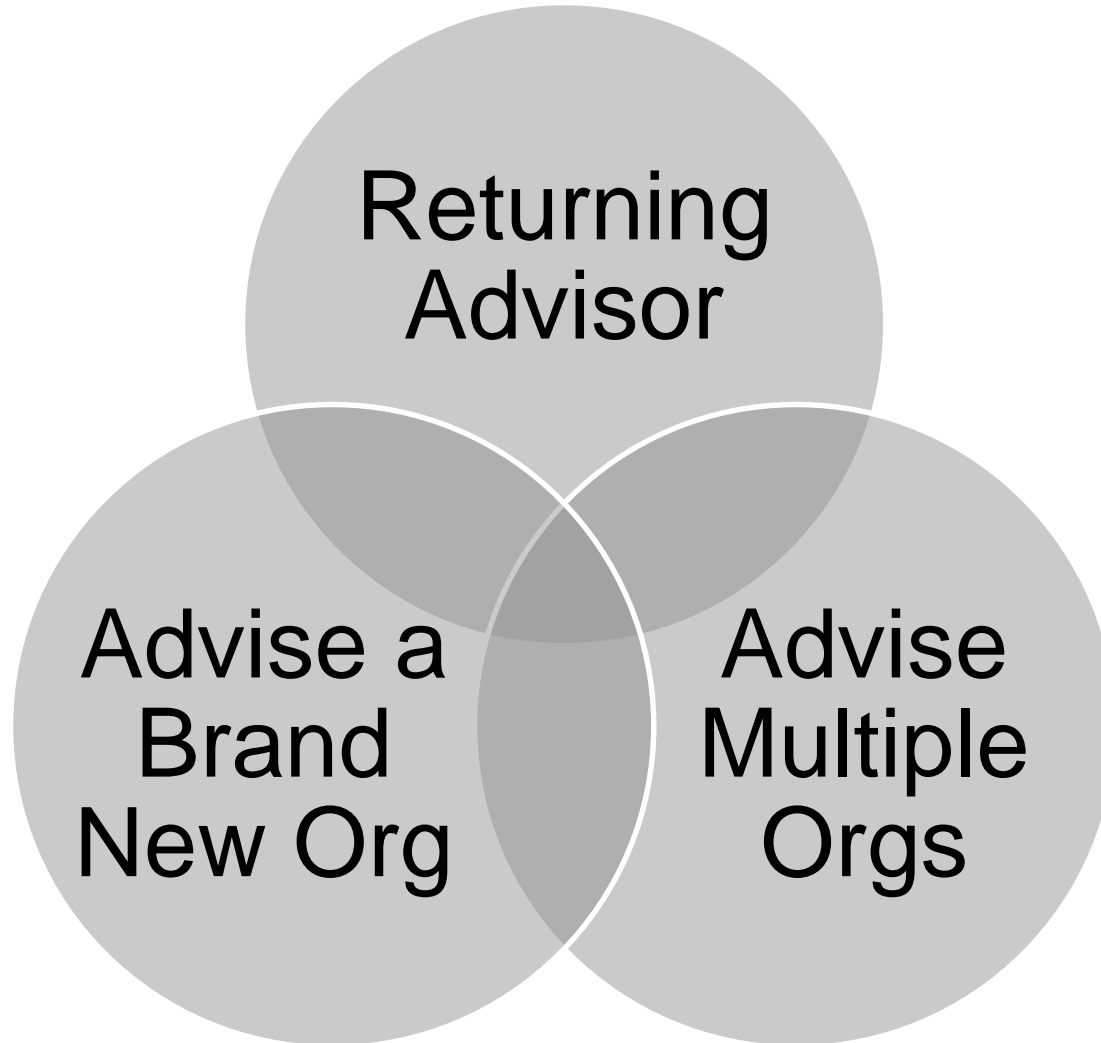
Registration

Funding

Liability & Risk Reduction

Resources

Questions and Follow-Up

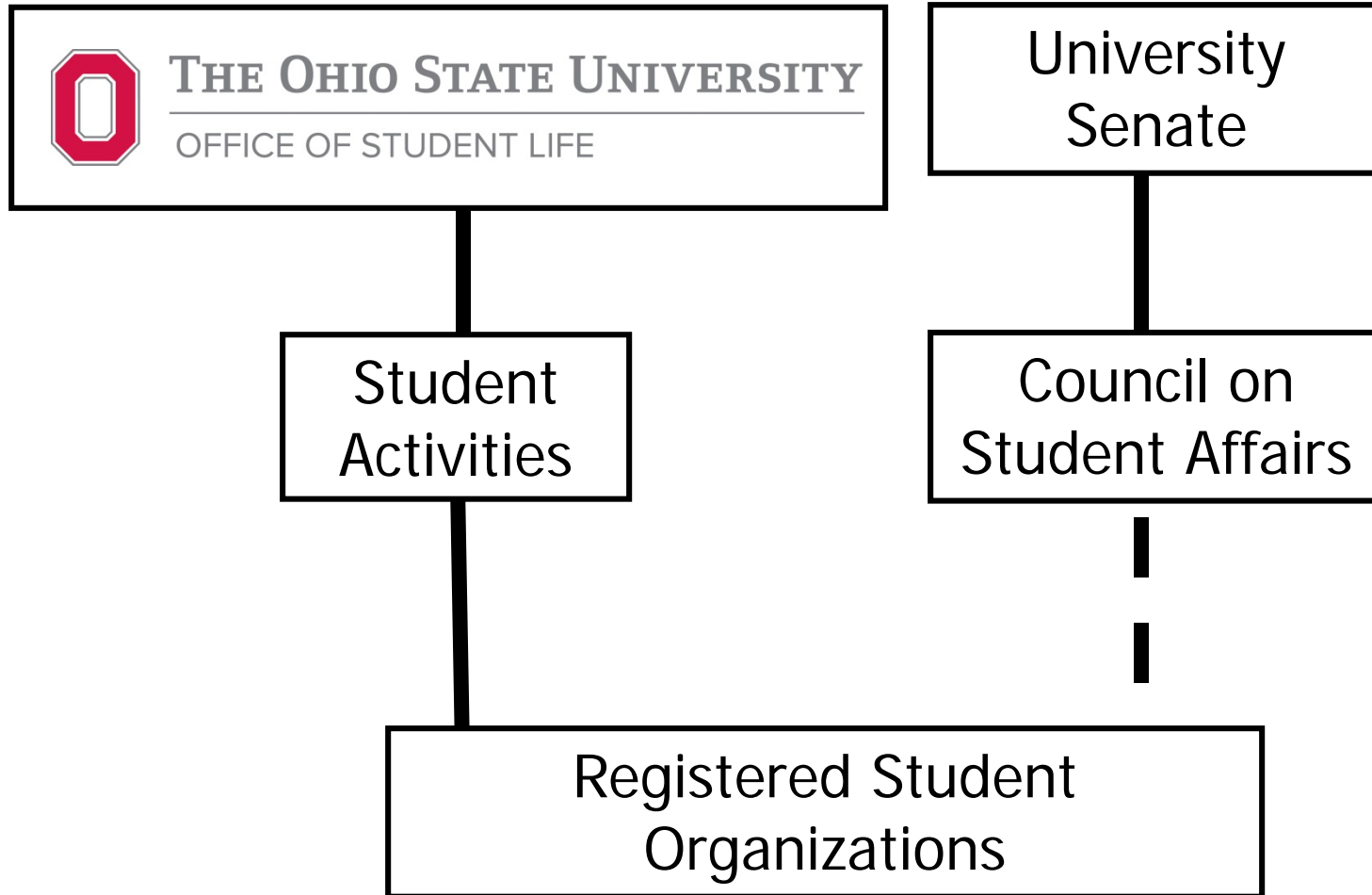




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Student Organization Philosophy





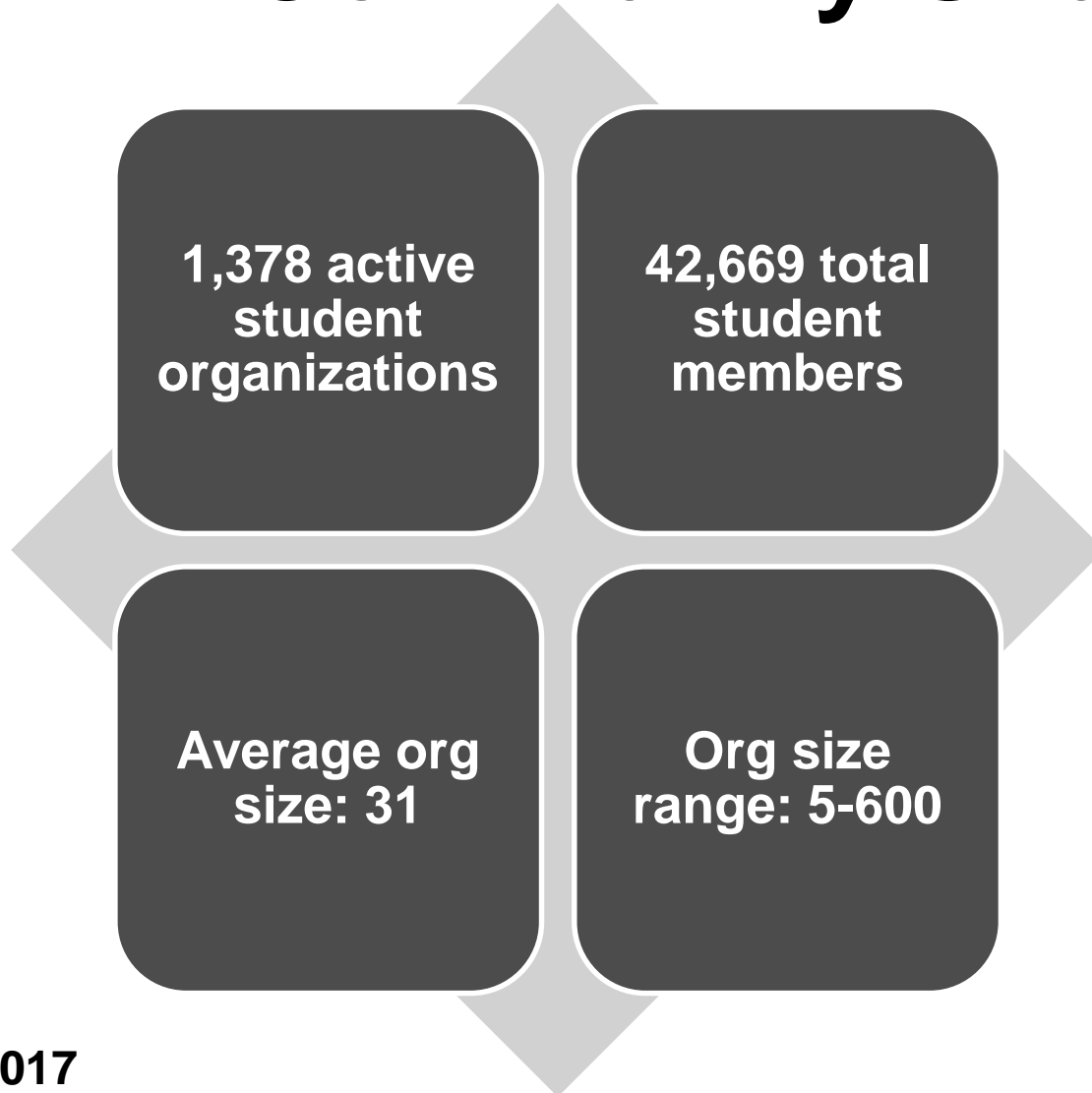
Philosophy on Student Organizations

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.



Community Snapshot





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



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Role of Advisor, President, Treasurer



Role of the Advisor

Registration Requirements

- Complete training, every 2 years
- Online approvals – registration, 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



Other Duties as Negotiated



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Office of Student Life
Student Activities

Advisor and Student Organization Agreement

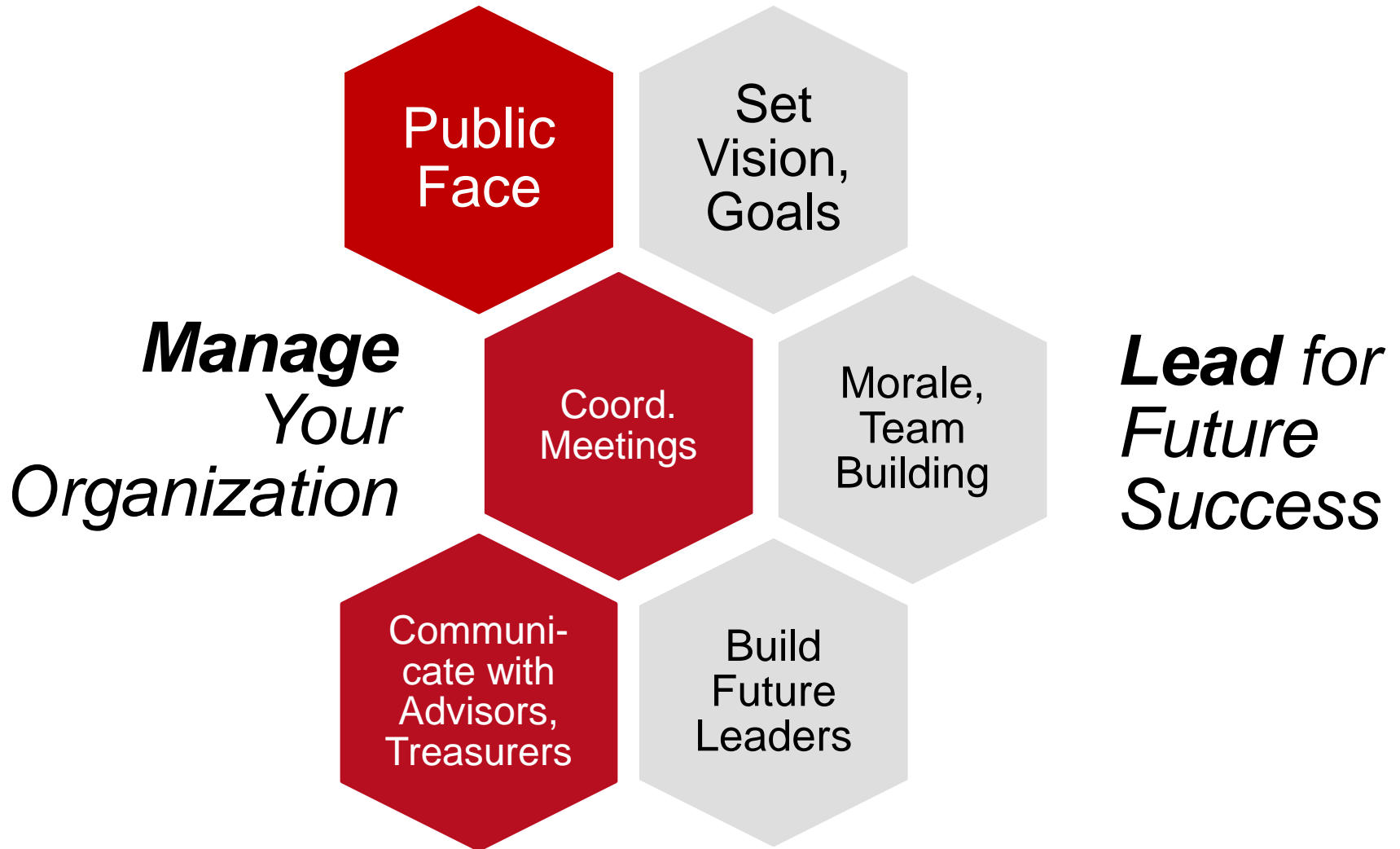
Student organization advisors are integral to the success of student leaders, members and the overall organization. Any faculty or A&P staff may serve as the primary advisor for a student organization. The primary advisor is listed in the online organization directory and is responsible for completing 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?)



Role of the President



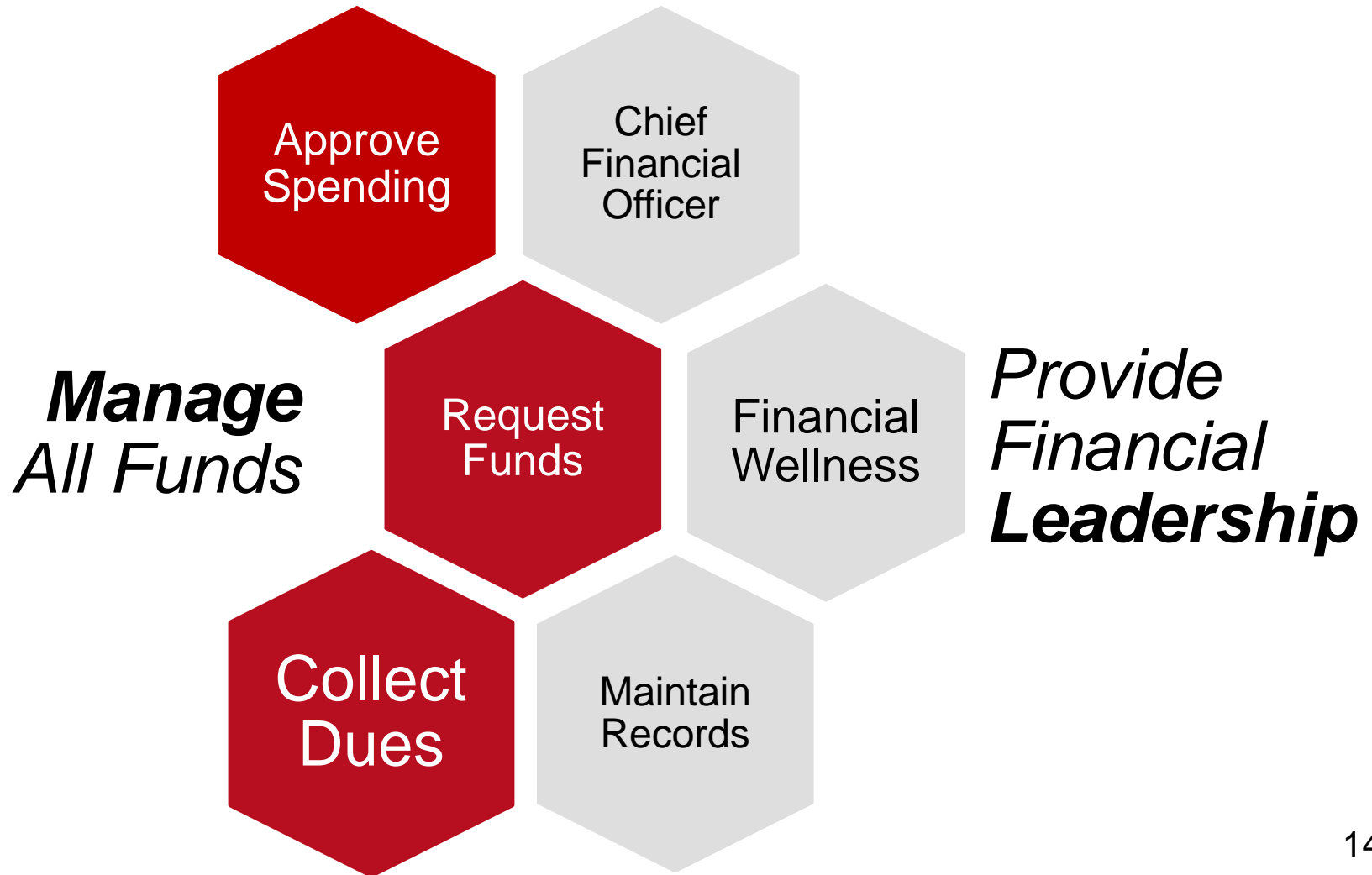


Priority Topics for the President

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



Role of the Treasurer





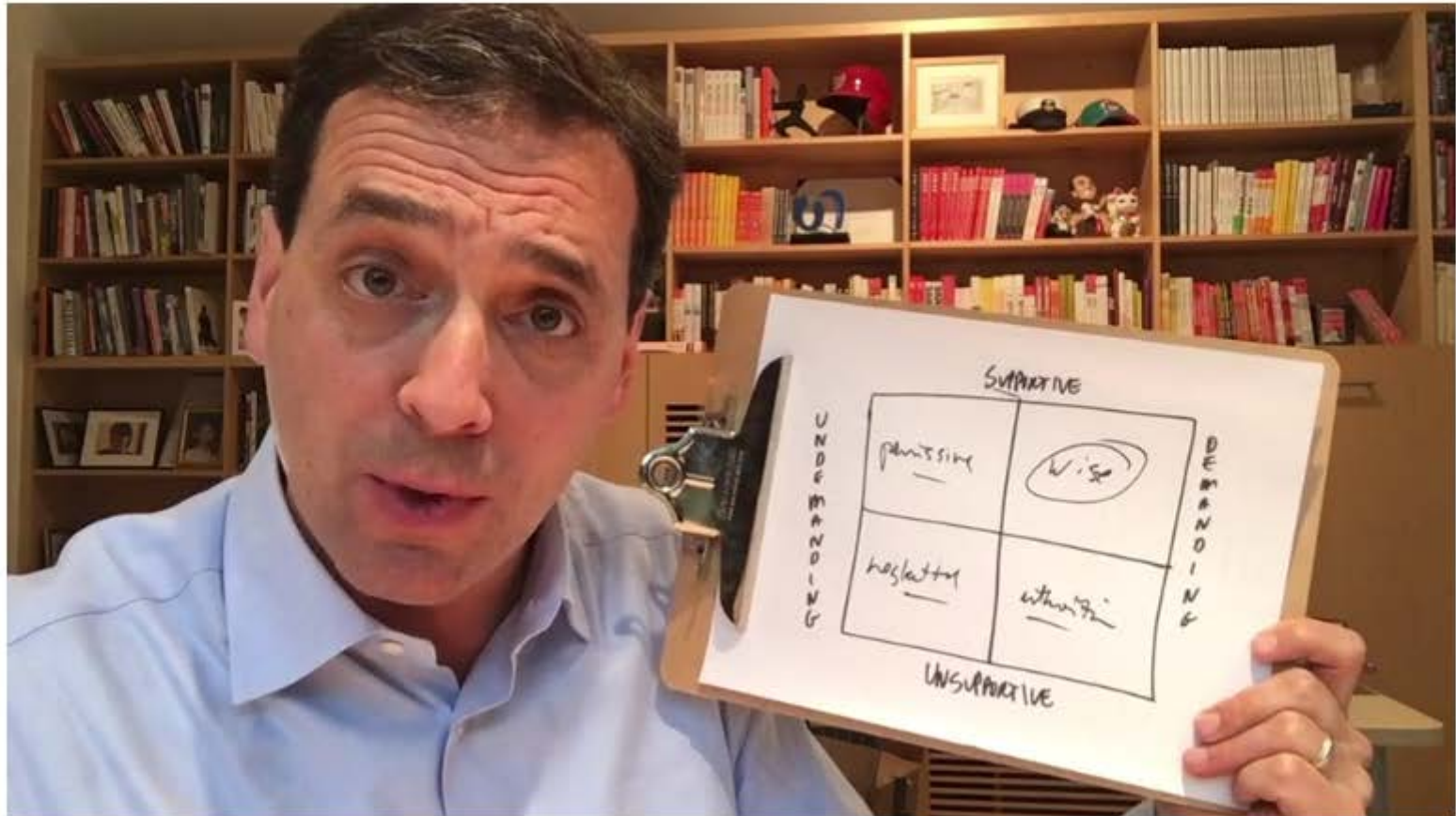
Priority Topics for the Treasurer

- Creating a Budget
- Submitting/ Spending/ Auditing University Funding Requests
- Ethical Management of Funds



Pinkcast 1.4: This chart will make you rethink parenting and leading

Length: 133 seconds



<http://www.danpink.com/>



Your Advising Role and Style

What are the key parts of your “negotiated” role as advisor?

How would you describe your advising style with your student organization?

What questions do you have about your role and advising style?



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Registration Overview



Minimum 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
 - Online and in-person trainings



Registration Windows

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

- 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 and
in-person)*

**UPDATED
in 2018**

**Online
Registration**

Treasurer

Training

*(online and
in-person)*

**UPDATED
in 2018**

Advisor

Training

(every 2 years)

**Approvals:
Registration,
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

** not required as part of registration **

Only the president has access to complete these sections!



The screenshot shows a video player interface. At the top left, there is a red header with the Ohio State University logo and text: 'THE OHIO STATE UNIVERSITY OFFICE OF STUDENT LIFE'. At the top right, it says 'Student Activities'. The main content area is white with the following text: '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 a play button, a next button, a volume icon, a progress bar showing '0:00 / 5:33', and icons for closed captions, settings, and full screen.

Similar videos exist for Registration and Funding processes



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.



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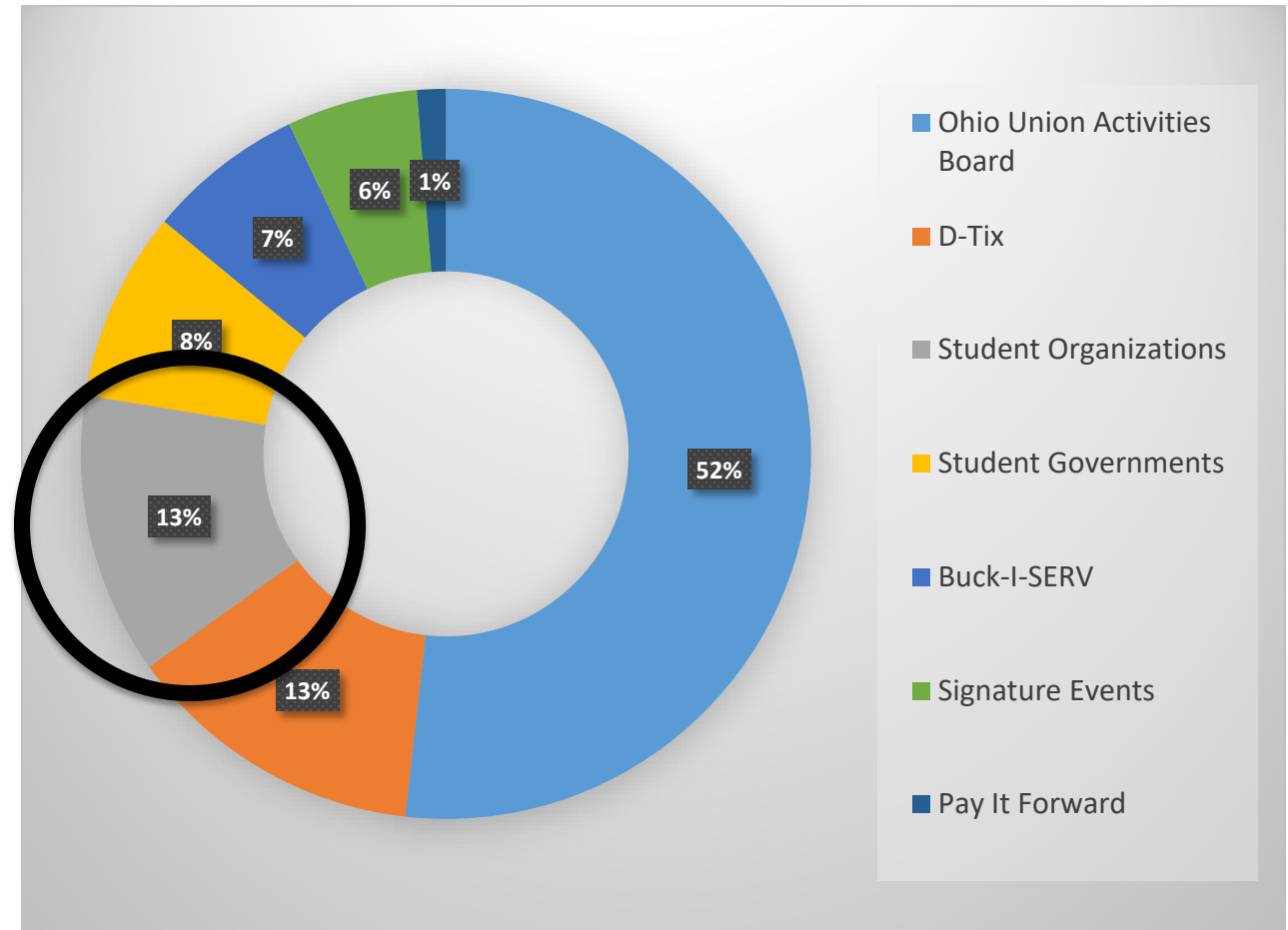
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Funding Overview



Student Activity Fee

All Columbus-campus students pay 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



Programming Funds Deadlines

Apply by...	Program Date
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



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Liability and Risk Reduction



Relation to the University

Student organizations are not official legal entities of the university

As representatives of the university,
student organization advisors assume
some amount of risk



Manage Your Risk

- Stay familiar with university policies
- Stay informed of organization activities
- Use good judgement
- “Reasonable person” standard
- Upload signed indemnification letter

NEW in 2017



Indemnification Letter

Letter template 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: _____



Risk Management

Varying levels and types of risk with student organizations

- Emergency
- Financial
- Reputation
- Safety
- Health/ Wellness



University Policies

FERPA

Protection of educational records

Title IX

Duty to report sexual assault, misconduct

Clery Act

Federal law requires campuses to compile and publish crime statistics



Clery Reporting

Student orgs are **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 Resources

Hazing

studentconduct.osu.edu/for-students/hazing

Alcohol

partysmart.osu.edu

Suicide Prevention

reach.osu.edu

Sexual Civility and Empowerment

sce.osu.edu



University Resources

BART (Bias Assessment and Response Team)

studentlife.osu.edu/bias

Student Mediation Program

studentconduct.osu.edu/for-students/student-mediation-program

Working with Minors

hr.osu.edu/services/minors-on-campus



Additional Liability/ Risk Topics

Games of Chance/ Raffles/ Auctions

Controversial speakers

Legal referrals

Insurance coverage, waivers

Filing tax returns

Financial monitoring

Code of Student Conduct



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Resources Overview



Student Organization Staff

Anna Fredendall – Coordinator for Student Involvement

Registration and Training

Fredendall.7@osu.edu



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 Leadership, Service, and Student Organizations

Pelletier.17@osu.edu






Student Organization Insider

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STUDENT ORG INSIDER


THE OHIO STATE
UNIVERSITY

Student Organization Insider for February 7, 2018

Student Activities Announcements

[The Spring Window is Almost Here... and Training is New
Want To Get Involved? Check Out the Mini-Involvement Fairs
Signature Events Application is Open](#)



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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



Leadership & Service Resources

Workshops, trainings and retreats by request

Coca-Cola Retreat Packages

Columbus Service Support Program

http://activities.osu.edu/involvement/leadership_development

http://activities.osu.edu/involvement/service_outreach





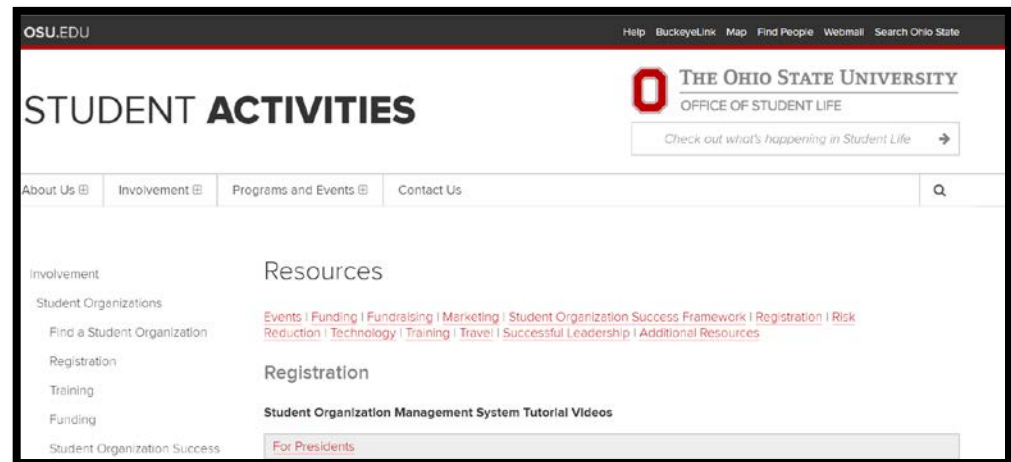
Programming Resources

Ohio Union Events (ohiounion.osu.edu)

Buckeye Events Network (ben.osu.edu)

Coca-Cola Beverage Donation
(studentlife.osu.edu/coke)

Working with food
Showing a movie
Transportation
International travel





Marketing Resources

Graphic Designers

Photography/ Videography

Vendors for promotional items

Student Activities online calendar

Student Organization Insider email

Ohio Union digital screens

University Brand compliance (brand.osu.edu)

studentlife.osu.edu/secure/marketing



Technology Resources

Website hosting service (org.osu.edu)

Organizational email listservs

Organizational email accounts

[http://activities.osu.edu/involvement/
student_organizations/resources](http://activities.osu.edu/involvement/student_organizations/resources)



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Questions and Follow-up



Thank You for Attending

Before You Leave:

Sign attendance sheet

Following Today's Training:

Confirmation email, links/ resources

Contact Us:

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