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
Returning Advisor

Advise a Brand New Org

Advise Multiple Orgs
Student Organization Philosophy
The Ohio State University
Office of Student Life

Diagram:

- Registered Student Organizations
  - Student Activities
  - Council on Student Affairs
    - University Senate
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

- 1,378 active student organizations
- 42,669 total student members
- Average org size: 31
- Org size range: 5-600

Updated: July 2017
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
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

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 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

Public Face
Set Vision, Goals
Coord. Meetings
Morale, Team Building
Communicate with Advisors, Treasurers
Build Future Leaders

Manage Your Organization
Lead 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
- Manage All Funds
- Request Funds
- Collect Dues
- Provide Financial Leadership
- Financial Wellness
- Maintain Records
- Chief Financial Officer
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?
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

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

- 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 **
Similar videos exist for Registration and Funding processes
<table>
<thead>
<tr>
<th>Registration Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pending</strong></td>
</tr>
<tr>
<td>Brand new 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>
</tr>
<tr>
<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>
</tr>
<tr>
<td><strong>Active – Established</strong></td>
</tr>
<tr>
<td>Organizations that have completed all registration requirements within window; Have been registered for <strong>more than 2 continuous years</strong>, and have at least <strong>15 members</strong></td>
</tr>
<tr>
<td><strong>Inactive</strong></td>
</tr>
<tr>
<td>Organizations that have <strong>not completed</strong> all registration requirements by their registration window deadline.</td>
</tr>
</tbody>
</table>
Funding Overview
All Columbus-campus students pay 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
- 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

<table>
<thead>
<tr>
<th>Apply by...</th>
<th>Program Date</th>
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</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 15</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>
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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
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

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
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
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