Student Organization Advisor Training
Spring 2019
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

How did you become a student org advisor?
Student Organization Philosophy
The Ohio State University

Office of Student Life

Student Activities

Council on Student Affairs

University Senate

Registered Student Organizations
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.
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
Working with Students
Role of the President

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

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

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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
- Attend programs
- 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?)
Student Org Advising Strategies

What are strategies you have used to successfully advise student leaders?

How have you balanced concepts of “support” and “challenge” with students?

Other thoughts?
Administrative Tasks & Policies
Annual Registration Process
STUDENT ACTIVITIES

Student Organization Management System

Use the following management pages to update information about your student organization, view your training history and sign up for new trainings, check on past funding requests and submit new applications.

Contact csis@osu.edu with any questions or assistance in using the features of this management site.

- Please Choose An Organization to Manage

To change groups, please click on your position for the group below.

Brutus Buckeye Fan Club - Advisor

- View Org Information
- Programming Requests
- Approve Organization Registration
- Approve Funding Requests
- Approve Goals
- Advisor Training

http://activities.osu.edu/secure/studentorgs
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

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

for Student Organization Advisors

Welcome! This brief video will highlight the features of the Student Organization Management system...
## Registration Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pending</strong></td>
<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>
<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>
<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>
<td>Organizations that have <strong>not completed</strong> all registration requirements by their registration window deadline.</td>
</tr>
</tbody>
</table>
Student Organization Funding
All Columbus-campus students pay the Student Activity Fee each semester.
Operating Funds

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

- **Use for on-campus programs**
- **Apply by one of 5 deadlines, based on program date**
- **Funds issued on reimbursement basis**
- **Submit audit and receipts within 30 days of program**
- **$2,000 or $3,000 based on level of Active status**
# Application 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>
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</tbody>
</table>
Liability and Risk Reduction
Assessing Organization Risk

Varying types of risk with student orgs

- Emergency
- Financial
- Reputation
- Safety

As advisor, you take on some risk/ liability with the organization
Manage Your Risk

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

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

**Code of Student Conduct, 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

Sexual Misconduct
titleix.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
Resources for student organizations
Student Organizations Team

Brooke Olson – Coordinator for Student Involvement
Registration and Training
Olson.276@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

Jen Pelletier – Associate Director for Student Activities
Pelletier.17@osu.edu
Student Organization Insider for February 6, 2019

Student Activities Announcements
- Student Organization Success Framework: Purpose and Goals
- Student Organization Spring Registration Window is now open
- Apply for Student Organization Success Coaches
- Applications open for the Student Leadership Advocates (SLA) Cohort
- Last week to apply to the Leadership Awards
- Fall in Love with Your Love Languages
- Apply Today to Be an OSU Votes Ambassador

Student Organization Announcements
- SAC Spike Volleyball Tournament
- Crisis Management Case Competition
- April 7th 12 Hour-Run 8 a.m. to 8 p.m.
- Join Project HEAL OSU for their 4th Annual Gala on Feb. 23rd at the Union for food, raffles, entertainment, and speakers
- Learn leadership from the CEO of Republic Airline
- Engineers without Borders is hosting the 2019 OSU Humanitarian and Development Conference
Keith B. Key Center for Student Leadership and Service
Resource Room

$250 line-of-credit

Variety of resources, supplies, games, equipment, etc.
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
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
Resources Available Online

Leadership and Service

Workshops by request, Columbus Service Support Program

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
Resources

Registration

Student Organization Management System Tutorial Videos

For Presidents
For Advisors (spring 2018)
How to Apply for Operating Funds (spring 2017)
How to Apply for Programming Funds (spring 2017)

Other Registration Resources

Student Organization Guidelines (05/01/2018)
Sample Constitution
Advisor Indemnification Letter Template (.docx)
Upcoming Events and Deadlines
Student Org Success Coaches

Application due Sunday, February 17

go.osu.edu/sosco

• Trained to work with student orgs on variety of leadership topics
• Open to undergrad, grad, professional students
• Previous experience not required
OUAB Collaboration

Application due Sunday, February 24
ouab.osu.edu/ (Collaborate With Us!)

- Visit the website for:
  - Application and scoring categories
  - Guidelines
  - FAQs
  - Contact info for student chair and advisor
April 15 Deadlines

Spring Registration Window
- All spring orgs must complete trainings, online updates, and approvals
- Brand new orgs have 60 days or until April 15, whichever is later

Programming Funds
- For events taking place June 1-August 15
Office and Locker Applications

Applications will be available online in March

• All orgs must apply or re-apply for space annually
Questions and Wrap-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