



Student Organization Advisor Training Spring 2019



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

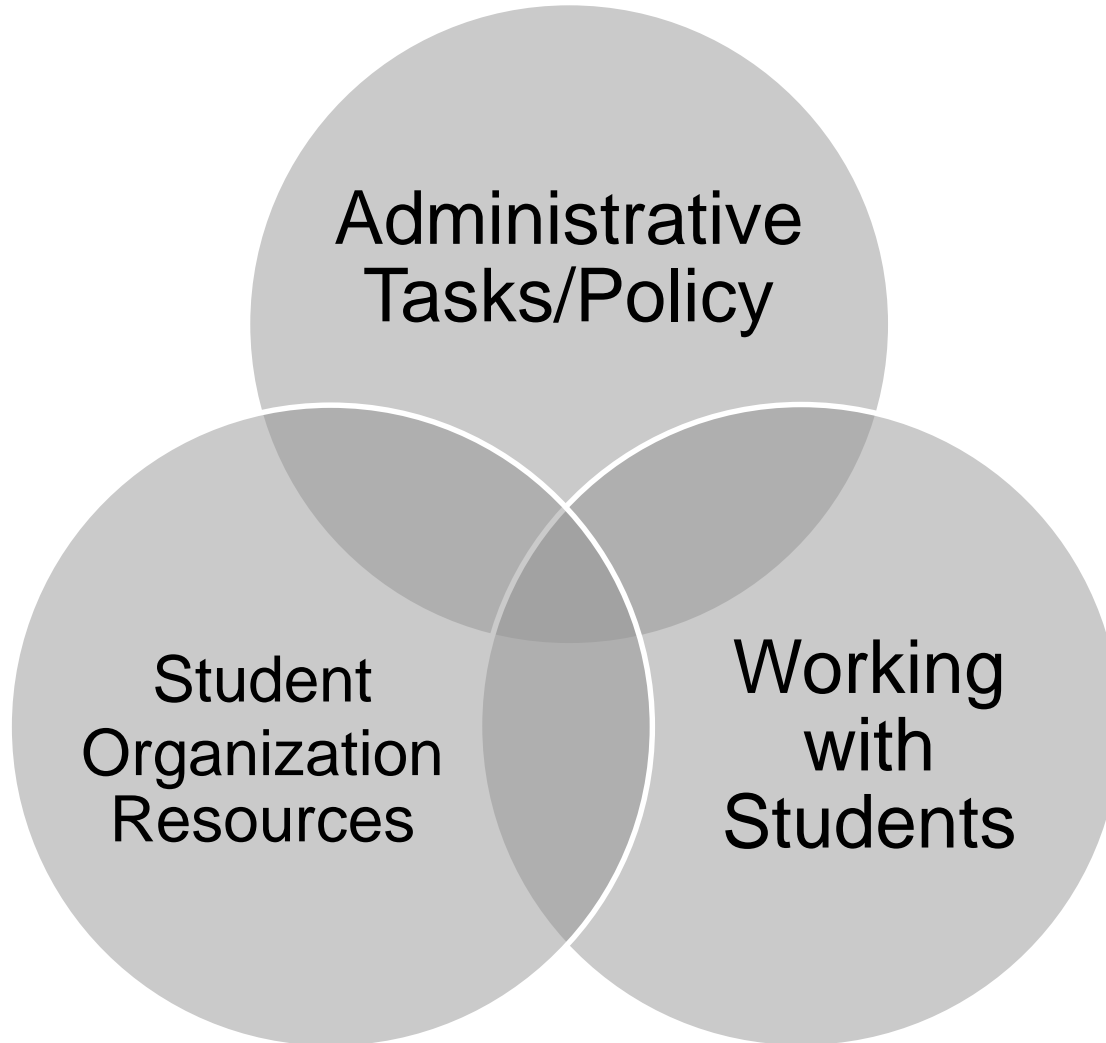


Name

Role on campus

Organization(s) you advise

How did you become a student org advisor?

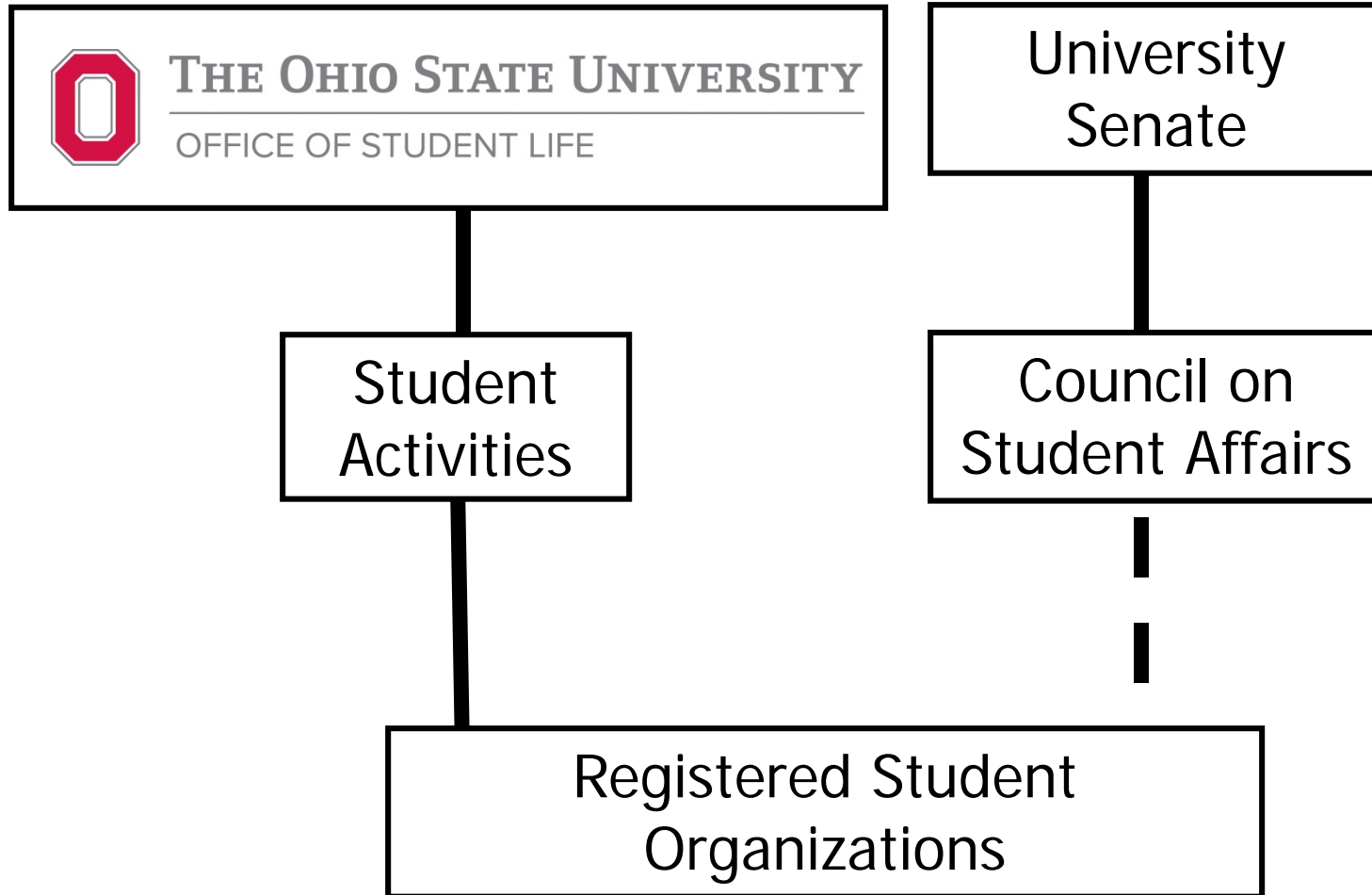




THE OHIO STATE UNIVERSITY

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.

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





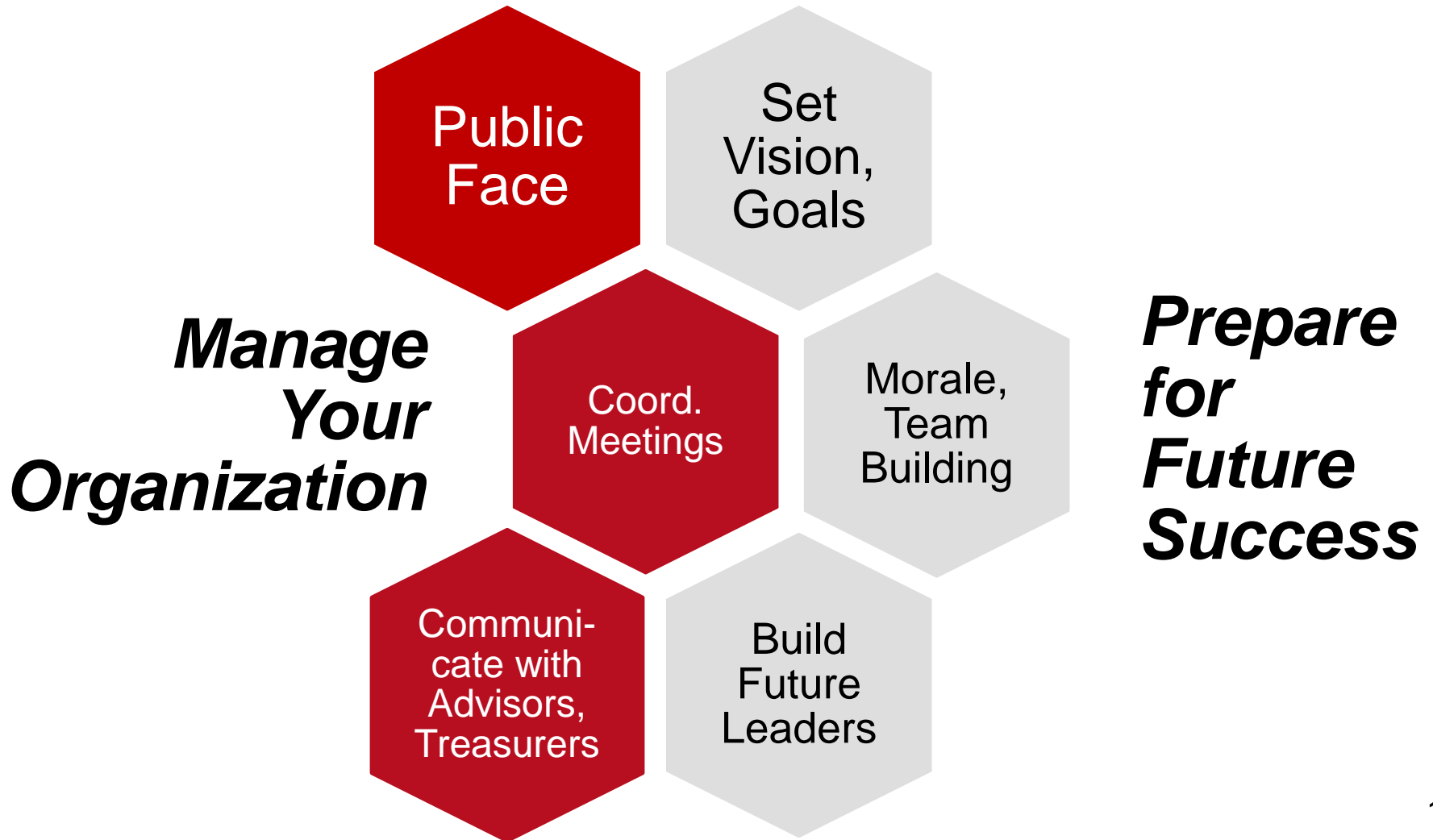
THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE

Working with Students



Role of the President



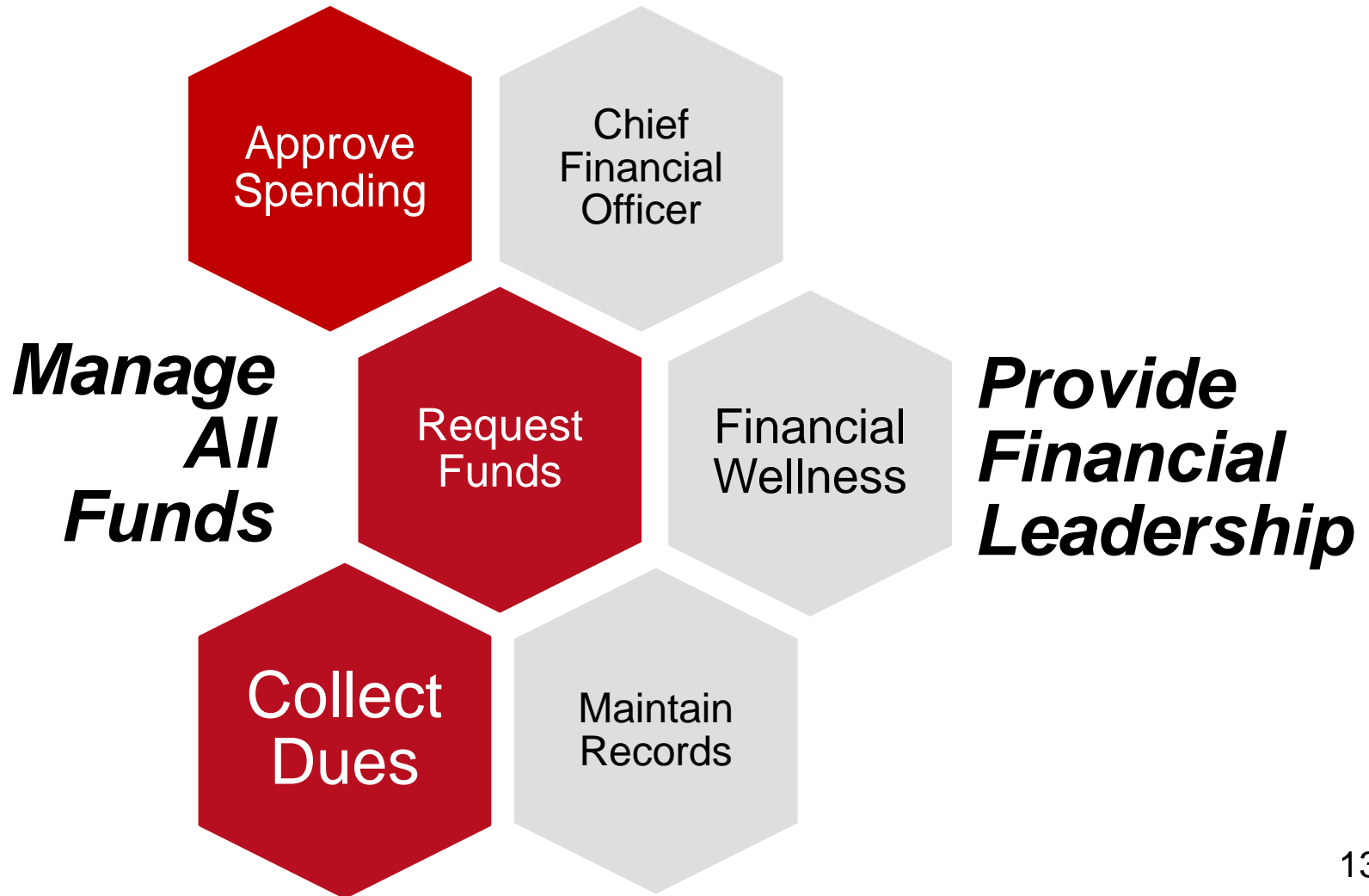


Priority Topics for the President

- 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~~

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?



THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE

Administrative Tasks & Policies



Annual Registration Process



STUDENT ACTIVITIES



Student Organization Management System

Current Logged in as **pelletier.17** (Logout)

Tools	Manage Orgs	Advisor Approvals	CSA Links	Funding	Administrative	Report Server
-------	-------------	-------------------	-----------	---------	----------------	---------------

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 csls@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

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!



Student Organization Management Overview

for Student Organization Advisors

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



0:00 / 5:33





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.

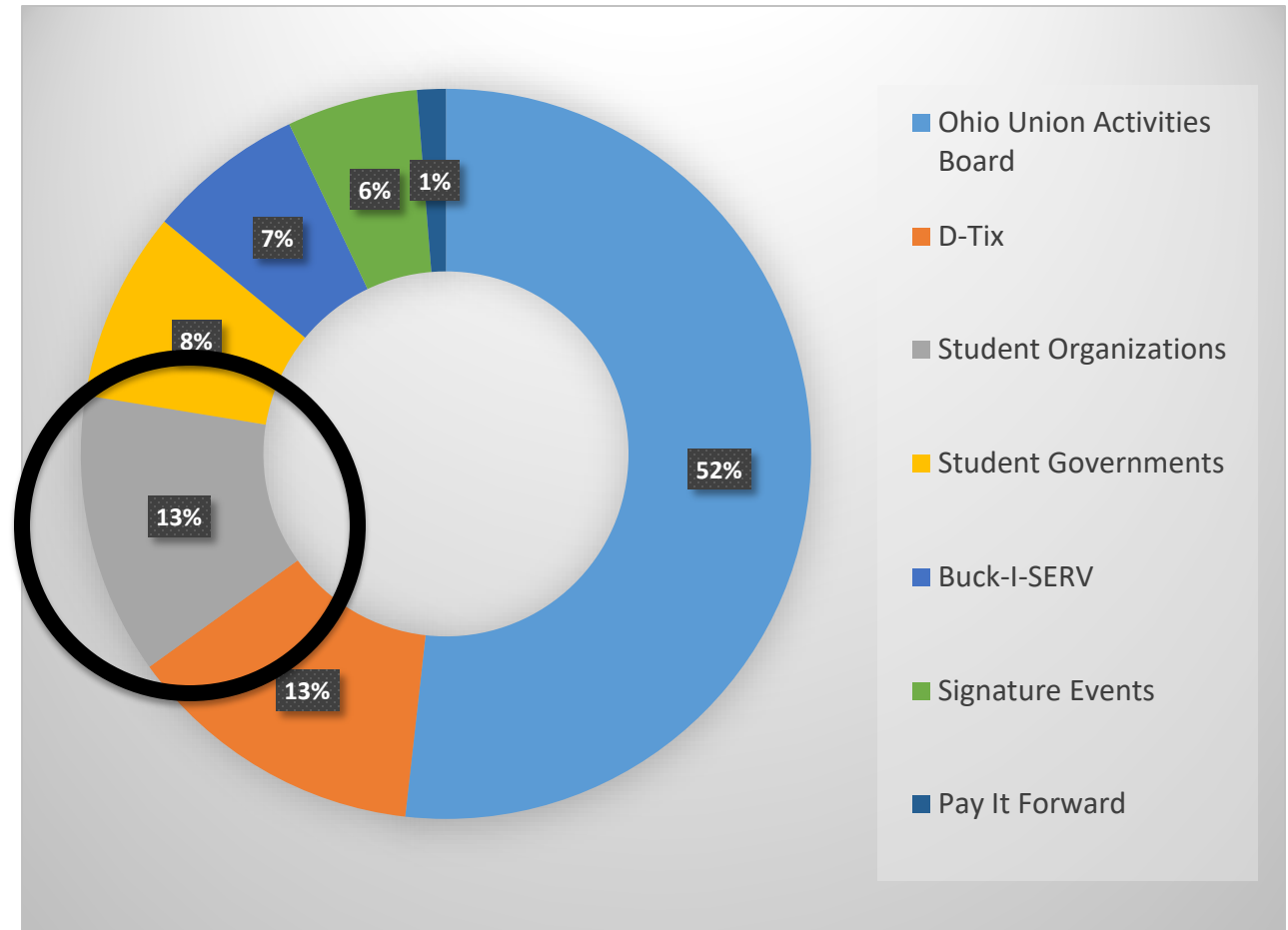


Student Organization Funding



Student Activity Fee

All Columbus-campus students pay the Student 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

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



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



THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE

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

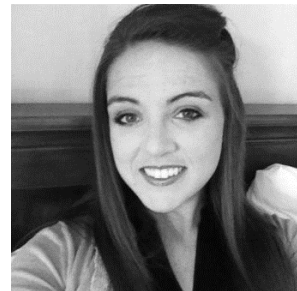
Jordan.597@osu.edu

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

OFFICE of STUDENT LIFE

STUDENT ORG INSIDER

THE OHIO STATE UNIVERSITY

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 Webpage

OSU.EDU

Help BuckeyeLink Map Find People Webmail Search Ohio State

STUDENT ACTIVITIES



THE OHIO STATE UNIVERSITY
OFFICE OF STUDENT LIFE

Check out what's happening in Student Life →

About Us ▾ Involvement ▾ Programs and Events ▾ Contact Us



Involvement

Student Organizations

Find a Student Organization

Registration

Training

Funding

Programming

Student Organization Success Framework

Student Organization Success Coaches

Resource Room

Advisors

Resources

FAQ

Center for Student Leadership

Resources

[Events](#) | [Funding](#) | [Fundraising](#) | [Marketing](#) | [Student Organization Success Framework](#) | [Registration](#) | [Risk Reduction](#) | [Technology](#) | [Training](#) | [Travel](#) | [Successful Leadership](#) | [Additional 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 \(.docx\)](#)

[\(Go to top\)](#)



THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE

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



THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE

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