



Student Organization Virtual Advisor Training Spring 2021



Agenda

The Latest

Student Organization Community

Role Requirements

Registration and Funding

Risk and Liability

Available Resource

Upcoming Programs and Deadlines

Questions and Follow-Up



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The Latest



Top Two Resources

SafeAndHealthy.osu.edu

[Activities.osu.edu/involvement/
student_organizations/
covid19_information](https://Activities.osu.edu/involvement/student_organizations/covid19_information)



The Latest Update

Per an email to all student orgs on 2/2:

Our next phase of resuming on-campus events includes:

- *Allowing in-person events, gatherings, and tabling of 10 or fewer*
- *Space requests open 2/8, activities resume 2/12*
- *Must have risk mitigation plan*
- *Advisor approval needed for on-campus reservations*



Meeting and Programs

- Virtual meetings and programs are still strongly encouraged
- In-person meetings and programs must have 10 or fewer participants, indoors and outdoors, on- and off-campus
- Food is not permitted for on-campus activities



Registration and Funding

- Registration requirements are the same, extensions are available
- Operating and Programming Funds are available
- New Member Development Grant now available (up to \$500)



Accountability & Consequences

- Both the organization and individual students can be held accountable under the Code of Student Conduct
 - *Loss of org recognition, individual suspension*
- Reduce your risk by being a good steward
- Consider updates to the org Constitution
- Report behavior to go.osu.edu/conductcomplaint

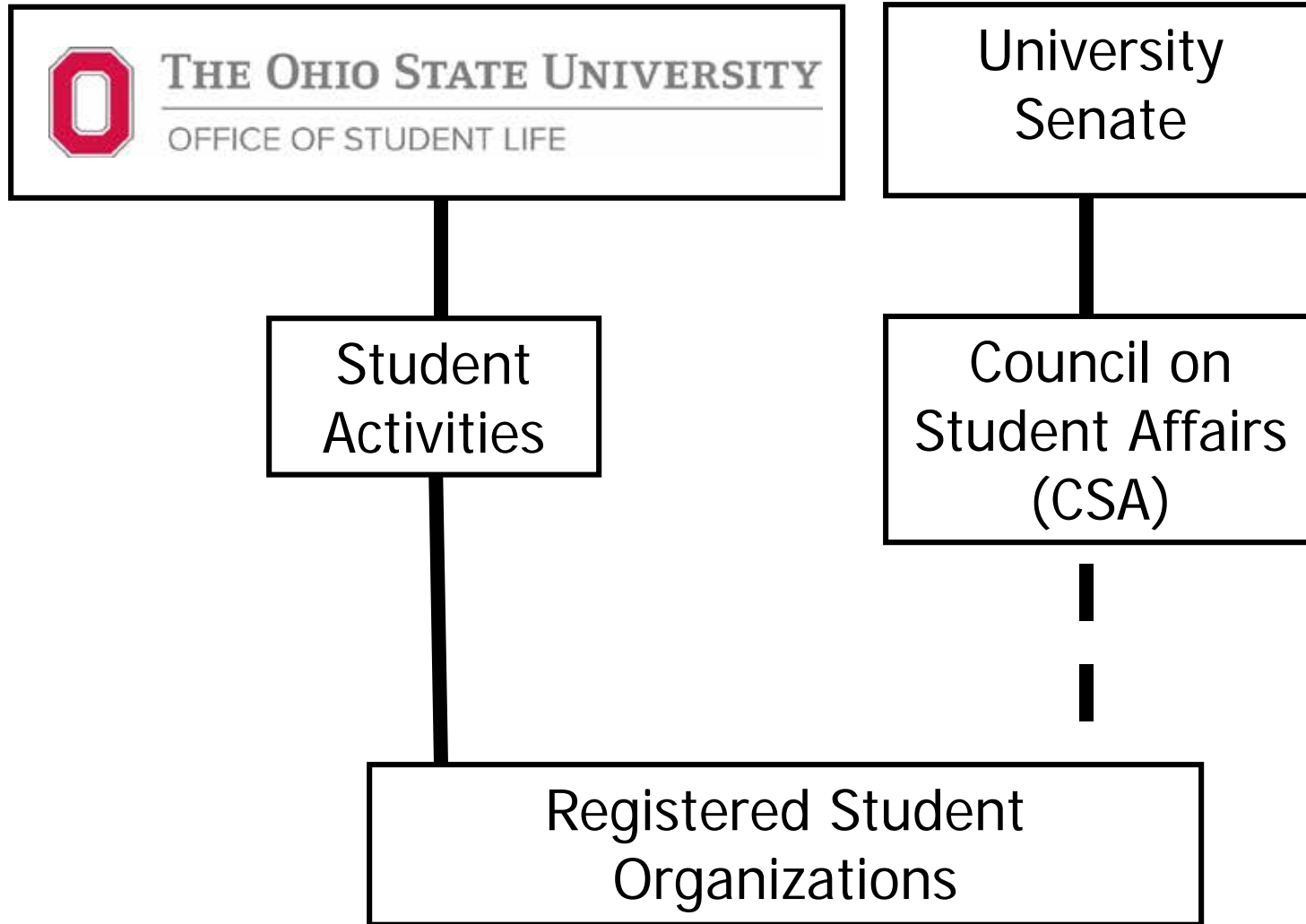


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Student Organization Community





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.



From the Guidelines

- Initiated, led and developed by students
- Guided by and contribute to high standards
- Contribute to skill development
- All students have an opportunity to be involved



From the Guidelines

- Organizations grow over time, impact campus culture, affect students outside of their membership
- Meaningful student-faculty interaction
- Interaction across diverse backgrounds
- Financially self-supporting



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



Student Organization

SUCCESS FRAMEWORK

Member Development

Leadership Capacity and Confidence | Social Perspective Taking | Wellness

Organization Operations

Purpose and Goals | Membership Recruitment and Retention
Budgeting and Financial Management | Fundraising and Philanthropy
Programming | Leadership Transitions | Self-Governance
Operational Efficiency | Collaboration | Responsiveness and Innovation
Diversity and Inclusion | Risk Reduction | Advisor Partnerships

Community Engagement

Connection to Student Organizations | Affinity with the University
Commitment to Social Change



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Role Requirements

Primary Leader | Treasurer | Advisor



Role Requirements

Primary Leader

Training
(online & in-person)

Complete
Online
Registration

Treasurer

Training
(online & in-person)

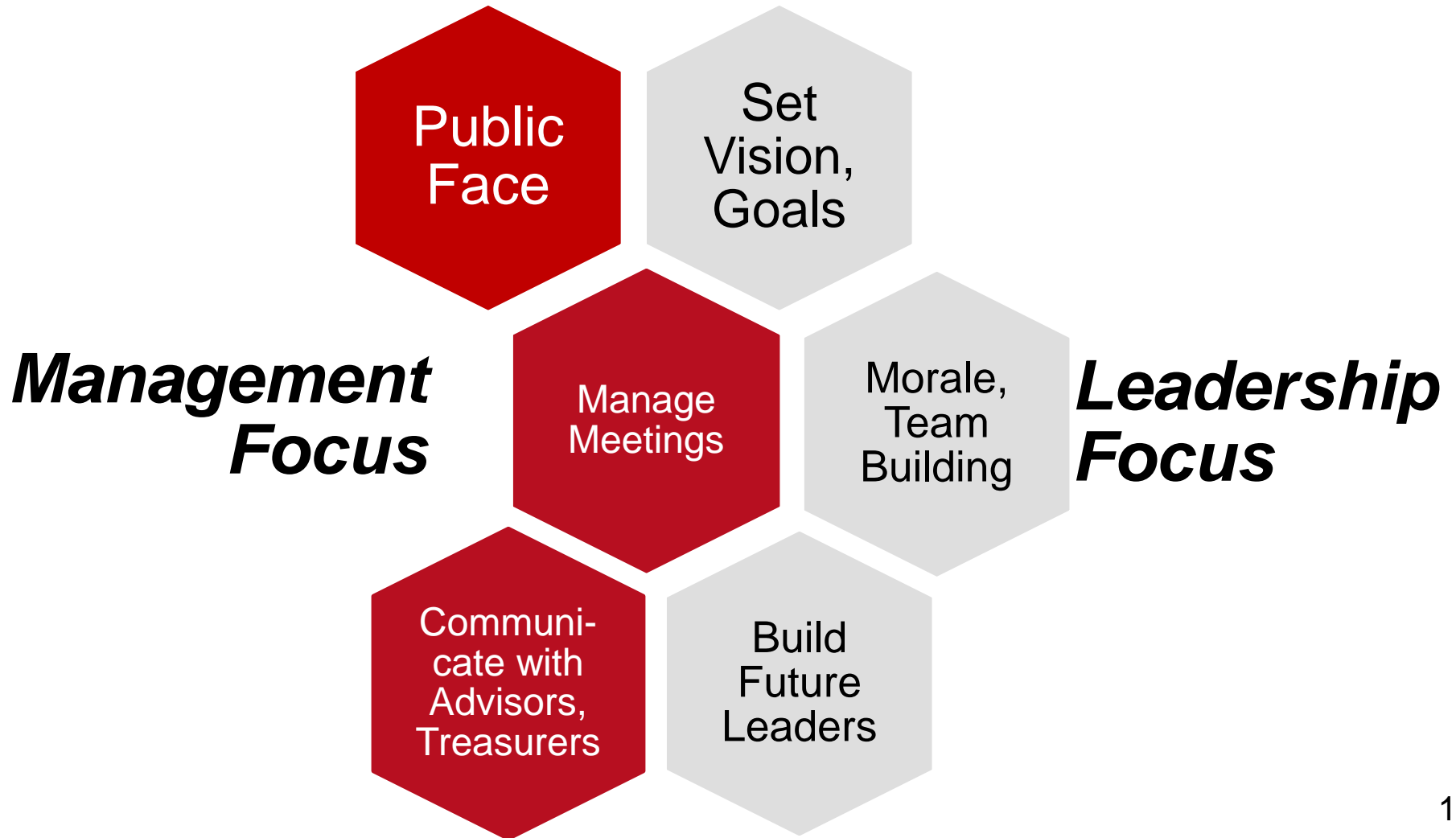
Advisor

Training
(every 2 years)

Approvals:
Registration
and Goals



Role of the Primary Leader



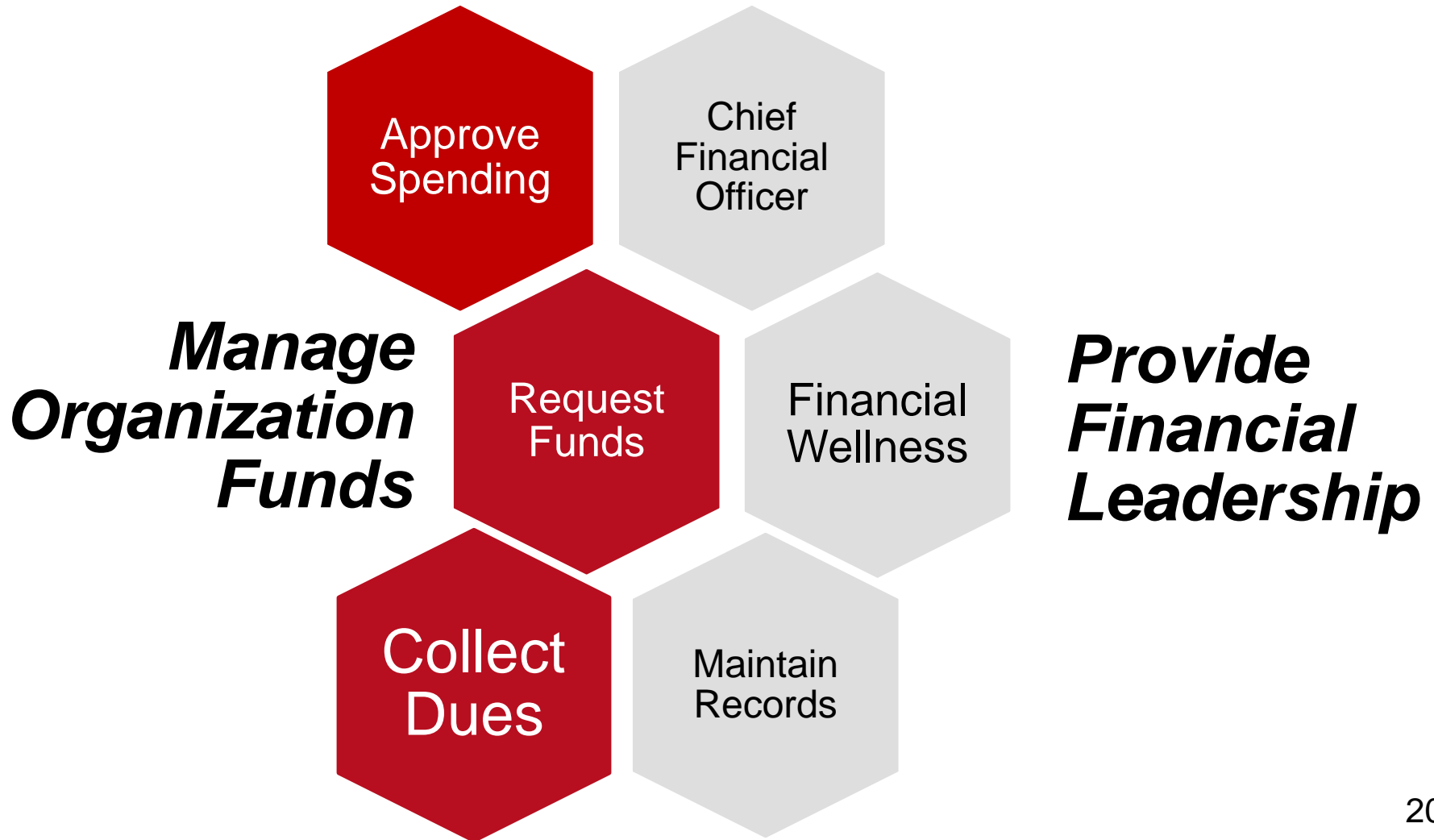


Framework Outcomes for the Primary Leader

- Purpose and Goals
- Operational Efficiency (*Annual Registration Renewal Requirements*)
- Self-Governance
- Leadership Transitions



Role of the Treasurer





Framework Outcomes for the Treasurer

- Budgeting and Financial Management
- Fundraising and Philanthropy
- Operational Efficiency
- Risk Reduction



Role of the Advisor



Registration Requirements

Other Duties as Negotiated



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?)



Framework Outcomes for the Advisor

- Advisor Partnerships
- Leadership Transitions
- Affinity with the University



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Registration and Funding



STUDENT ACTIVITIES



Student Organization Management System

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

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



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 Windows



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

- Organizations self-select their window, ideally based on leadership transition timeline
- **New organizations:**
Complete registration requirements within 60 days
OR by the last day of the registration window
(whichever is later)



Minimum Registration Criteria

- **Membership**
 - At least 5 students
 - 90% are currently-enrolled Ohio State students
- **Leadership**
 - Identify Primary Leader, 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



Online Registration Updates

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
primary leader
has access to
complete
these
sections!



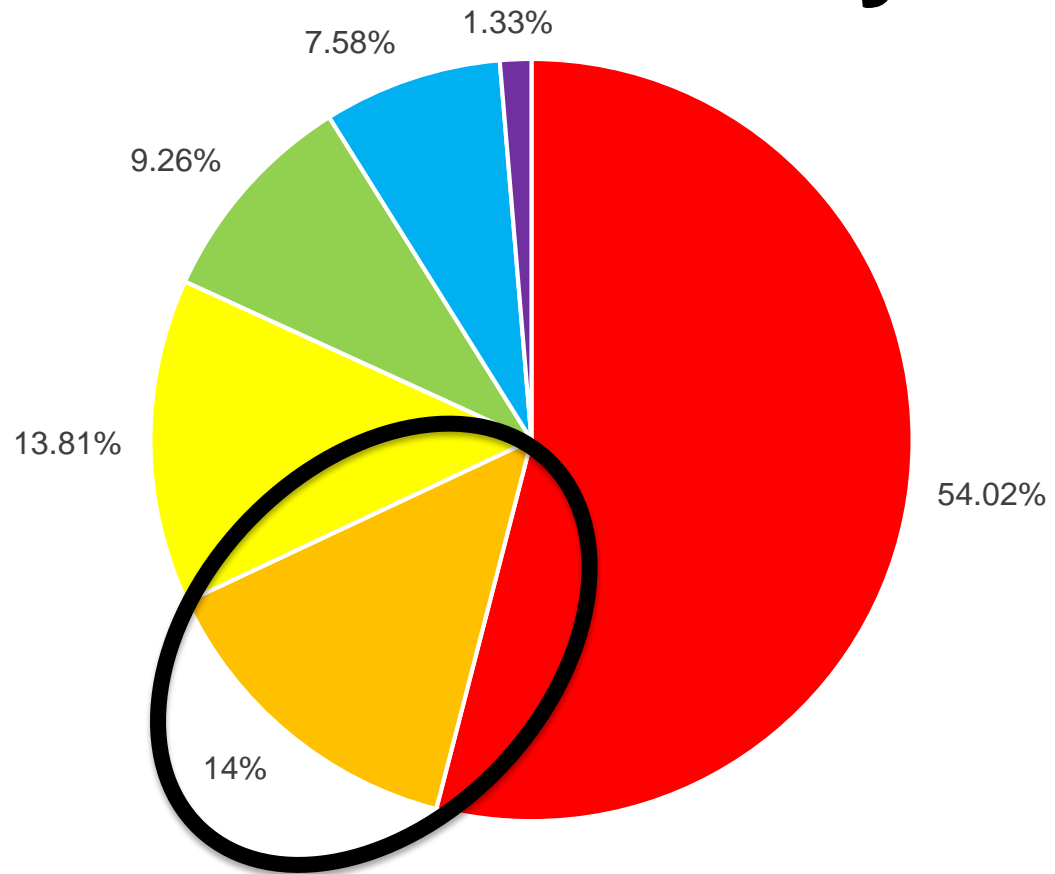
Registration Status

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 Activity Fee

All Columbus-campus students pay the Student Activity Fee each semester



student activity fee



- Ohio Union Activities Board
- Student Organization Funding
- D-Tix Discount Ticket Program
- Student Government Funding
- Buck-I-SERV Alternative Breaks
- Pay It Forward



CSA Funding

Operating Funds

\$200

Daily operations

Rolling application
(July 1-April 1)

Funds issued in
advance

Audits due by May 1

Programming Funds

\$2,000 or \$3,000

On-campus programs

5 specific deadlines

Funds issued as
reimbursement

Audits due within 30
days



Changes to CSA Funding

Operating Funds

No travel through
6/30/21

Programming Funds

Virtual and in-person
programs are
accepted

Food is not permitted

No travel through
6/30/21



Changes to CSA Funding

Purchases that do not comply with safety guidance provided by the university and/or CSA may not be reimbursed



Programming Funds 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



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Risk and Liability



Assessing Organization Risk

Varying types of risk with student orgs

- Financial
- Physical/ Emotional Safety
- Emergency
- Reputation

As advisor, you take on some liability with the organization



Manage Your Risk

- Stay familiar with university policies
- Stay informed of organization activities
- Be explicit in Constitution and org communications
- Not listed on org bank account
- Use good judgement (*“reasonable person” standard*)
- Upload optional indemnification letter



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: _____



In-Person Approvals

For on-campus reservations only

- Reply to email from event planner with your approval (or non approval)
- One approval for recurring meetings

Risk mitigation recommendations

- Available in Student Org Guidance document

go.osu.edu/StudentOrgGuidance



Clery Reporting

Student orgs are **asked to complete** Clery reporting for **off-campus events** from the past year

Primary Leaders 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

Code of Student Conduct

Applies to individuals and student organizations, on- and off-campus, formal and informal

Applies to health and safety protocols

studentconduct.osu.edu



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

Legal advice

Insurance coverage

Filing tax returns

Financial monitoring



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Available Resources



Student Organizations Team

Brooke Olson – Coordinator for Student Involvement
Registration and Training

Olson.276@osu.edu or csls@osu.edu

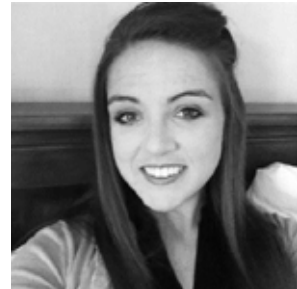
Johnnie Jordan – Coordinator for the KBK Center
for Student Leadership & Service
Resource Room & KBK Center spaces

Jordan.597@osu.edu

Angela Britton – Business Development Coordinator
Student Organization Funding

Britton.190@osu.edu or CSAfunding@osu.edu

Jen Pelletier – Associate Director for Student Activities
Pelletier.17@osu.edu





Student Organization Coaches

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



Student Organization Insider

Student Org Insider

September 23, 2020



Student Activities Announcements

Virtual Open House on Oct 6

You're invited to join the Student Org Team at this year's KBK Center for Student Leadership and Service Open House. Attendees are student organization leaders who would like to network with each other, discuss current challenges and innovations related to student org operations, and learn about important resources available to support student organizations. [Learn more about the program](#) and mark your calendar!

Student Organizations May Resume Gatherings of 10 or Fewer

Per the message from Student Life on Tuesday, student organizations may gather in-person of groups of 10 or fewer. Please refer to safeandhealthy.osu.edu for details on gatherings and what is permitted at this time. The Student Org Team will continue to post updates to the [FAQ for Autumn 2020](#) page on the website.

Digital Activism Collective Conference

The Digital Activism Collective Conference is a virtual experience that aims to help participants understand their role as a leader in today's world by honing in on their passions and developing skills to contribute to digital activism and positive social



Keith B. Key Center for Student Leadership and Service



**The KBK Center and Resource Room
are operating on adjusted hours:
Monday-Friday 9am-6pm
Saturday-Sunday Noon-6pm**





KBK Center, Resource Room

\$250 line-of-credit

Not all resources
are available

Online order form





Resources Webpage

STUDENT ACTIVITIES



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

Advisors

Student Organization Success Framework

Student Organization Success Coaches

Organization Success

Resources

This page is under construction! For assistance with our resources or questions regarding organization operations, email us at csls@osu.edu. Stay tuned for more content soon!

| [Registration](#) | [Member Development](#) | [Organization Operations](#) | [Community Engagement](#) |

Registration

Student organizations are required to complete registration annually. For more information on the process and requirements, visit the [Registration page](#).

Student Organization Management System Tutorial Videos

[For Presidents](#)

[For Advisors \(updated spring 2018\)](#)

[How to Apply for Operating Funds \(updated spring 2017\)](#)



Free Resources

Marketing

Graphic design, Photography,
Videography, Vendors, Online calendars,
Digital screens, Brand compliance

Technology

Website hosting, Listserv, Email address



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Upcoming Programs and Deadlines



Registration and Funding Deadlines

Spring Registration Window: April 15

Programming Funds: April 15

- For events taking place
June 1 - August 15



Monthly Advisor Roundtables

Third Thursdays at Noon

January 21 – Recruitment and Retention

February 18 – Member Engagement

March 18 – Leadership Transitions

April 15 – Organization Sustainability

Register or access recordings at

go.osu.edu/StudentOrgProgramming



Student Org Essentials

Mondays at 5:30 p.m.

February 1 – Adobe Spark

February 22 – Microsoft Teams

March 15 – Flipgrid

April 5 – Putting It All Together

Recordings at

go.osu.edu/StudentOrgProgramming



Member Development Grant

Applications open now

Up to \$500

Rolling application (at least 3 weeks in advance of activity)

Matched with a Coach to implement activity

Recordings at

go.osu.edu/StudentOrgProgramming



Speaker Series with SFL

It's Okay Not To Be Okay

February 14 at 7:30 p.m.

You Can't Have It All: Real Balance in College

March 21 at 7:30 p.m.

Register at

go.osu.edu/StudentOrgProgramming



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Questions and Follow-up



Thank You for Attending

Following Today's Training:

Confirmation email with links and resources

Contact Us:

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

For Additional Questions:

Stay on the meeting to chat individually