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
The Latest
Top Two Resources

SafeAndHealthy.osu.edu

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](go.osu.edu/conductcomplaint)
Student Organization Community
Registered Student Organizations

Student Activities

Council on Student Affairs (CSA)

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.

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
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

Management Focus

Public Face

Set Vision, Goals

Manage Meetings

Morale, Team Building

Communicate with Advisors, Treasurers

Build Future Leaders

Leadership Focus
Framework Outcomes for the Primary Leader

• Purpose and Goals
• Operational Efficiency (*Annual Registration Renewal Requirements*)
• Self-Governance
• Leadership Transitions
Role of the Treasurer

- Provide Financial Leadership
- Manage Organization Funds
- Collect Dues
- Request Funds
- Approve Spending
- Chief Financial Officer
- Maintain Records
Framework Outcomes for the Treasurer

- Budgeting and Financial Management
- Fundraising and Philanthropy
- Operational Efficiency
- Risk Reduction
Role of the Advisor

Registration Requirements

Complete Training

Approve Registration and Goals

Approve Funding Requests

Org history, Policy

Development resources

Content expertise

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
Registration and Funding
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
Student Organization Management Overview

for Student Organization Advisors

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

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

- 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
# Registration Status

<table>
<thead>
<tr>
<th>Pending</th>
<th>Brand new organizations and Organizations in the process of completing registration requirements (within registration window).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active – New/ Re-established I or II</td>
<td>Organizations that have completed all registration requirements within window; Have been registered for less than 2 continuous years, or have fewer than 15 members</td>
</tr>
<tr>
<td>Active – Established</td>
<td>Organizations that have completed all registration requirements within window; Have been registered for more than 2 continuous years, and have at least 15 members</td>
</tr>
<tr>
<td>Inactive</td>
<td>Organizations that have not completed all registration requirements by their registration window deadline.</td>
</tr>
</tbody>
</table>
All Columbus-campus students pay the Student Activity Fee each semester.
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

<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 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>
</tr>
</tbody>
</table>
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

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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
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
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

This page is under construction! For assistance with our resources or questions regarding organization operations, email us at csis@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
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
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