**Updates for Student Organizations for Spring Semester 2020**

Below is information about temporary changes and a summary of recent announcements that are in effect during Spring Semester 2020.

1. **Registration requirements**
2. **Deadline:**  All spring registration window organizations must complete registration requirements by the standard April 15 deadline.
3. If your organization has concerns about meeting this deadline, contact the student org team via email (csl@osu.edu) by April 15 for consultation, resource sharing, and possible alternate solutions.

1. **Training:** All spring registration window organizations must complete President and Treasurer online and in-person training, and Advisors must complete training every two years. For the rest of the spring registration window, all in-person training sessions will be held virtually via CarmenZoom. Sign-up for a session on the [Training webpage](https://activities.osu.edu/involvement/student_organizations/training/).
2. Use of Zoom: CarmenZoom is a virtual meeting platform for the Ohio State community. Any Ohio State student, staff, or faculty can utilize and participate with this resource. Specific to our virtual training sessions, there is a two-step process to signing up for our in-person sessions. First, identify the session you’d like to attend and sign up with name.# to add yourself to the Student Org Management System roster. Then, copy/paste the provided hyperlink for that training session into your web browser. This will prompt you to register for the session on CarmenZoom. Once you’ve registered, you will receive an email containing instructions for accessing the training. This dual registration process will allow us to accurately track your attendance at training. Feel free to test your Zoom connection by clicking the link. Doing so will not interfere with your ability to attend that training. Save the email you receive and do not share your link with others, as it is unique to you!
3. What to expect: The training will not begin until the host connects. While waiting for the training to start, you will see a message that indicates that the training has not started yet. Once the host logs in and starts the training, you will be automatically admitted. Your microphone will be muted by the host when you begin the training to prevent audio interruptions from attendees. To ask questions during the training, use the chat feature. Throughout the training, the host may ask for your participation through chat or other methods. The host will monitor the chat feature and address questions throughout the training. You will need to stay logged into the training for the duration of the session to receive credit for attending, as Zoom tracks individual completion. After the training, within 48 hours, you will receive an email confirmation from our team as well as the credit for training applied to your organization’s registration record in the student org management system.
4. Misplaced/not-received Zoom confirmation emails: If you cannot locate your email to join the training, email csls@osu.edu to request that it be re-sent to you. You will need to make this request at least 24 hours before your session to ensure that a team member can get it to you.

1. **New Org Welcome Meetings/Office Hours:** Staff Office Hours will continue to be offered until April 15 during the regularly scheduled time slots of Mondays from 10:30 a.m.-Noon and Thursdays from 1-2:30 p.m. Office Hours will be held exclusively virtually via CarmenZoom. No appointment is necessary, though you are welcome to reach out to us to schedule a meeting if these hours or methods do not work for you at csls@osu.edu

Access links for Office Hours:

Mondays from 10:30 a.m. - Noon: <https://osu.zoom.us/j/844520288>.
Thursdays from 1-2:30 p.m.:  [https://osu.zoom.us/j/555680939](https://osu.zoom.us/j/555680939%C2%A0)Note on using Zoom for Office Hours: You may be prompted to enter the meeting ID to join.  The meeting ID is the 9-digit number within the respective hyperlink above.  Once you join the meeting, you will enter the waiting room.  The student org team member hosting Office Hours will bring you into the meeting once the previous NOW meeting/consultation has ended.

After April 15, student org team members will be available by request. Contact us at csls@osu.edu to schedule a meeting.

1. **University program cancellation/postponement**
2. **Applicable timeframe:**The cancellation/postponement/adaptation of in-person events, meetings, and programs on campus is active through July 6, 2020.
3. **Student Activities program changes/updates:**All in-person programs offered by Student Activities during Spring 2020 have been either cancelled or postponed.  View the [Programming webpage](https://activities.osu.edu/involvement/student_organizations/programming/) for full details on all affected programs related to student organizations.
4. **CSA Funds:**
5. Operating Funds:Student organizations may request operating funds by the regular deadline of April 1. All operating funds audits must be submitted by the regular deadline of May 1. See note below regarding the adapted process for submitting audits.
6. Programming Funds: All student organization programs approved for programming funds between March 16-May 31 are cancelled. In-person programs may not be held on campus during this time. If you would like to revise your program to offer it virtually, please submit an updated budget and program description to CSAfunding@osu.edu by April 1 for consideration. Requests received by April 1 to host these programs virtually will be reviewed, and if approved, reimbursement checks will be issued to Active student orgs with the submission of an audit within 30 days of program date.
For cancelled programs, CSA will reimburse any purchases/ payments made on or before March 18 with the submission of an audit for active organizations. If program purchases/ payments exceed the available balance of programming funds for a student organization, those additional expenses will be the organization’s responsibility. Programming Funds applications will be accepted by April 15 for programs held June 1-August 15. Only applications for virtual programs will be accepted. Programming Funds applications will be accepted by July 1 for programs held August 16-October 15. Please note, approvals will be conditional based on the availability of funding for the upcoming academic year.
7. Audits, Checks and the Resource Room: Student organizations must submit audits and receipts via email to CSAfunding@osu.edu rather than in-person at the Resource Room. We will follow our regular submission deadlines where operating funds audits must be received by May 1 and programming funds audits must be received within 30 days of the scheduled program date.  If your event is cancelled and cancellation fees are charged, please request to have those fees waived, and provide documentation of how they are or are not refunding for the COVID-19 situation.
Operating and programming funds checks will be mailed to your student organization. When you receive confirmation that your check is ready, please provide the name and mailing address of the recipient. Please note, the recipient must be listed on the organization roster in the Student Org Management System. If you are unable to make arrangements for your check within 90 days of being issued, expired checks will be reissued.
8. **Expectations for student organizations:**
9. Cancellation of on-campus reservations for meetings and events through July 6, 2020.
10. Follow any adapted CSA procedures regarding funding, if applicable.
11. Follow any adapted campus operations, such as Resource Room access, building closures/restrictions, and
12. Complete registration if due during Spring Registration Window by April 15, or notify Student Org Team via email by April 15 for additional resources and consultation.
13. **Recommendations for student organizations:** It is highly recommended that all student organizations review their operations, goals, and activities for Spring Semester 2020 and make changes to best preserve the health and safety of their members and our community.
14. Review all organization operations and adapt to virtual methods. Meetings, elections, leadership transitions, ongoing communication, project development, etc. can be moved to virtual platforms.
15. Develop a communication plan for the leadership team as well as membership.  Delegate clear expectations for each role, to whom they will report/check-in, how frequently, and of whom they would ask questions/brainstorm solutions as they arise.  Be sure to not over-saturate members’ inbox and GroupMe with messages.
16. Increase digital presence.  The primary leader can request a website in the Student Org Management System or email our team to transfer access if an account has already been created.   An @osu.edu email account can be request by your advisor through OCIO.  Use organization social media accounts for an activity/giveaway/announcement to engage your members.
17. Be innovative.  What are new ways to explore how to support your organization’s mission?  Do a member brainstorm activity to solicit ideas.
18. Spread the word.  Now is a great time to do outreach. Fundraise, recruit, participate in philanthropy, etc., as people are actively checking their emails and social media during this time.
19. Revise/revisit goals.  Since you aren’t as focused on day-to-day operations, now is a good time to do some deep reflecting and planning for the future. What are some things you’ve been putting off for a while? What are the first things you want to accomplish in the fall?
20. **Access**
21. **Organization support:**
22. Email csls@osu.edu with general questions about any of the above content, or if seeking support on organization operations at this time.
23. Coaches will still be available to consult. [Request a coach here](https://activities.osu.edu/involvement/student_organizations/sosco/).
24. [Student org team](https://activities.osu.edu/involvement/student_organizations/) (through office hours, coaches, and staff availability)
25. **Information**
26. [University COVID landing page via Wexner Medical Center.](https://wexnermedical.osu.edu/features/coronavirus)
27. [Student Life resources page “We are here for you.”](https://studentlife.osu.edu/articles/we-are-here-for-you)
28. The Student Org Insider is published weekly and will include ongoing updates and reminders. [Sign up for the Insider here or submit your announcement here](https://activities.osu.edu/involvement/student_organizations/).
29. **On-campus resources**
30. For KBK tenants
31. The Ohio Union is closed until further notice. Building access has been restricted to weekdays 9 a.m.-5 p.m. Organization tenants may only use this access to retrieve essential items from your space. Offices should not be used for gatherings or extended work while the facility is closed.
32. Resource Room operations
33. The Resource Room is closed until further notice. Currently held mail and checks will be mailed to organization representatives. No in-person pick-up will be permitted. CSA operating and programming funds audits must be submitted electronically to CSAfunding@osu.edu. No in-person drop-off will be permitted.