

Student Organization Officer Training 2015-2016

Email: CSLS@osu.edu

Phone: 614-292-8763

Website: ohiounion.osu.edu/get_involved/student_organizations

RESOURCE ROOM

Operating Hours:

Monday – Friday: 8:00 a.m. – 9:00 p.m.

Saturday – Sunday: 11:00 a.m. – 8:00 p.m.

During Exams, Breaks, and Summer:

Monday – Friday: 9:00 a.m. – 7:00 p.m.

Saturday – Sunday: 12:00 p.m. – 7:00 p.m.

Training PPT presentation available at:
ohiounion.osu.edu/get_involved/student_organizations/docs_links

Resource Room Services

Registered student organizations have access to resources that are beneficial to the organization. Student organizations must have Active status to access their line of credit. The line of credit resets at the end of the registration window after the organization status is updated to Active. Each student organization is allocated a line of credit of \$250.00 to be used on the following items:

ITEM	PRICE	ITEM	PRICE
Printing/Enlarging		Lamination/Binding	
Copies B/W	\$0.05	Lamination 8.5 x 11	\$1.00
Copies B/W on Color Paper/ Cardstock	\$0.10	Lamination 11 x 17	\$1.25
Copies B/W on 11x17 paper	\$0.25	Lamination Poster	\$5.00
Copies Color	\$0.20	Binding with Cover/Back	\$1.50
Copies Color on Color Paper/ Cardstock	\$0.25		
Copies Color on 11x17 Paper	\$0.75	Balloonery	
Poster - Thermal Enlargement	\$2.00	Balloon - Foil Weight	\$0.75
Poster - Digital Print	\$15.00	Balloon - Foil Print Weight	\$1.00
		Balloon - Brick Weight	\$1.00
Paper by the Ream		Balloon - 11" (Solid Color Latex)	\$1.00
Ream of Paper	\$5.00	Balloon - 11" (Imprinted Latex)	\$1.25
Ream of Cardstock	\$10.00	Balloon - 18" Foil	\$2.00
Ream of Color Paper	\$15.00	Balloon - 18" OSU Foil	\$2.50
		Balloon - 18" Happy Bday Foil	\$2.50
Miscellaneous Services		Balloon - 12 ' Arch/ 3 per row	\$110.00
Name Tags	\$0.05	Balloon - 16 ' Arch/ 3 per row	\$140.00
Envelopes	\$0.05	Balloon - 20 ' Arch/ 3 per row	\$180.00
Construction/ Color Paper per sheet	\$0.05	Balloon - 12 ' Arch/ 4 per row	\$132.00
Cardstock per sheet	\$0.10	Balloon - 16 ' Arch/ 4 per row	\$168.00
Stickers	\$0.30	Balloon - 20 ' Arch/ 4 per row	\$216.00
Posterboard	\$0.75	Balloon - 5' Column - 3 per row	\$45.00
Post-it Sheets	\$1.00	Balloon - 6' Column - 3 per row	\$55.00
Post-it Pads	\$20.00	Balloon - 7' Column - 3 per row	\$65.00
Magnets	\$1.25	Balloon - 8' Column - 3 per row	\$75.00
Label Sheets (Address or Nametag)	\$1.50	Balloon - 5' Column - 4 per row	\$54.00
Foam Core Board 30 x 20 White	\$5.00	Balloon - 6' Column - 4 per row	\$66.00
Tri-Fold Cardboard White	\$6.00	Balloon - 7' Column - 4 per row	\$78.00
Folder - 2 Pocket	\$0.15	Balloon - 8' Column - 4 per row	\$90.00
Folder - Manila	\$0.05	*arches/columns may only be used within the Ohio Union	
Button Services			
Button 1"	\$0.20		
Button 2.25"	\$0.25		
Button 3"	\$0.30		

Using the Line of Credit/Equipment

Resource Room Services may be used by any member of a registered and active student organization. Equipment checkout rules apply only to the three listed officers of the organization. The line of credit resets once the organization status is updated from “Pending” to “Active”.

Additional Resources

As item availability permits, organizations will have unlimited use of butcher paper, Texas Markers, regular markers, rubber bands, Ellison Letter Cut-Outs, Cricut Machine, sidewalk chalk, paper folding machine, office supplies, arts & craft supplies, video editing software, design of business cards, paper cutter, faxing and scanning machines, all at no cost.

Equipment Reservation and Usage

Registered student leaders may check out various equipment including: digital cameras, video cameras with tripods, bullhorns, two-way radios, cash boxes, clipboards, bubble machine, or bean bag toss games, Popcorn Machine, Snocone Machine, Wii Gaming System, or Karaoke Machine and associated supplies.

All equipment is reservable for up to ONE day with BuckID, and are due back by 12:00 noon the following day. Leadership Library books can be checked out for up to TWO WEEKS.

Students may check out Laptops for use in the student lounge or Ohio Union building, UP TO FOUR HOURS with BuckID.

The Resource Room has various books and tip sheets on leadership, teambuilding, and structured experiences, as well as material that could be used for these purposes including: wiffle bats and balls, blindfolds, carpet squares, croquet and bocce sets, Frisbees, tarps, jump ropes, PVC pipe, tents, tinker toys, kick balls, volleyballs, footballs, bases, and various ropes.

We also have assorted games, including:

Apples to Apples	Connect Four	Pass The Popcorn	Skip-Bo
Backgammon	Cranium	Password	Sorry
Balderdash	Croquet Set	Phase 10	Sort It Out
Bocce Ball Set	Dominoes	Pictionary	Taboo
Candy Land	Family Feud DVD	Playing Cards	Trivial Pursuit
Catchphrase	Imaginiff	Pop 5	Twister
Checkers	Jenga	Puzzles	UNO
Chess	Last Word	Scattergories	Worst-Case Scenario Survival Game
Chutes and Ladders	Loaded Questions	Scrabble	Would You Rather
Clue	Monopoly	Sequence	Yahtzee

Individual Student Use

Students not involved in an organization are eligible to use the services provided by the Resource Room. Individual students are not given a line of credit; however they are able to purchase services and/or supplies from the Resource Room at the rates stated above.

Operating Expenses

BUDGET CATEGORY	FUNDABLE	NON-FUNDABLE
ADVERTISING/ PROMOTION/PRINTING	Materials and events used to recruit members, announce meetings and organizational activities; including but not limited to t-shirts, banners, posters, flyers, newsletters, and website hosting	
BANK CHARGES/DUES/LEGAL FEES	Charges associated with maintaining checking and savings accounts, costs of purchasing checks; Membership dues for the organization in its local, state, national, or international organization; fees associated with inquiries into 501C3 status and other official matters	Insufficient funds penalties, interest on loans, or costs associated with use and maintenance of a PayPal account; Intramural sports team registrations; legal fees associated with issues of misconduct
BOOKS/ SUBSCRIPTIONS	Literature central to the organization's purpose and readily available to the entire membership	
EQUIPMENT/FACILITY RENTAL	Charges for setup cleanup, non-refundable rain site deposit, electricity, water hook-up, etc. at OSU owned facilities; Rental of equipment	Charges, including rental, of non-OSU owned facilities; expenditures for permanent items which become property of the organization
FOOD <i>Limited to 50% of Operating funds</i>	Food for recruitment or marketing events	General meetings, special or recognition dinners for members of the organization, meals when traveling
MEMBERSHIP AWARDS	Plaques, certificates, non-monetary prizes, recognitions for organization members	Fuel costs or parking fees for organization members
OFFICE SUPPLIES	Stationery, pens/pencils, paperclips, stamps for general organizational use, and other consumable items needed to conduct business	Office Equipment (including but not limited to phones, copiers, computers, printers, fax machines, etc.)
TRAVEL/ TRANSPORTATION	Transportation and lodging costs associated with traveling to a membership or leadership retreat, regional or national conference, educational field trip and/or competition where the purpose of the program aligns with the purpose of the organization; conference registration costs; parking fees or gifts for speakers at organization meetings	Admission tickets for access to museums or other events in associated travel
OTHER	Organizations may request funds for operating expenses that do not appear on this list if they are not prohibited; a rationale for inclusion will be required	Expenditures designed for the financial gain or profit of the organization or individual

Programming Expenses

BUDGET CATEGORY	FUNDABLE*	NON-FUNDABLE**
SPEAKER COSTS <i>Donated time is limited to \$250/hr in the budget</i>	External speaker/presenter travel costs Speaking fee Gift not to exceed monetary value of \$100 OSU personnel/faculty speaking on a topic unrelated to OSU position or research	OSU personnel/faculty for services rendered if they are included within the services for which they are employed by the University
ENTERTAINMENT	DJ, artist, rental of licensed copy of film or other entertainment media	Rental costs for non-licensed copies of films
OSU PHYSICAL FACILITIES	Charges for setup and cleanup, including electricity, water hook-up, tables and chairs at OSU owned facilities; Non-refundable rain site deposits	Charges, including rental, of non-OSU owned facilities
PERSONNEL	Costs associated with providing uniformed or plain-clothes officers, EMS/Fire prevention officers, catering/event staff, or referees/officials as programming/activity may demand	
EQUIPMENT RENTAL	Rental of equipment, linens, costumes not available for free from the university	Purchase of costumes, equipment or electronics, including digital cameras, software, cell phones and PDAs
CONSUMABLE SUPPLIES <i>Food items for a cooking demonstration fall under the FOOD AND BEVERAGE category</i>	Costs associated with consumable supplies not available for free at the university including but not limited to decorations, flowers, building materials needed for temporary set construction, printing of tickets for a program	Not to include costumes, props, etc. Not to include tickets purchased for a program
FOOD AND BEVERAGE <i>Limited to 40% of total budget</i>	Costs associated with providing food at a program	In accordance with the Coca-Cola contract, competitive products may not be purchased or distributed
PUBLICITY <i>Limited to 20% of total budget</i>	Costs for publicizing a program with flyers, giveaway items prior to the program, posters, advertising in local media	
TAKE-AWAYS <i>Limited to 20% of total budget</i> <i>Items distributed prior to a program fall under the PUBLICITY category</i>	Costs associated with supplies for an item produced at a program, or received during or at the conclusion of a program <i>If gift cards are used, recipient names must be included in <u>audit</u></i>	Plaques, prizes, door prizes, certificates
APPAREL <i>Limited to 20% of total budget</i>	Costs associated with apparel for the publicizing of a program; rental of costumes not available for free from the university	General apparel for the organization members, costume purchase
SERVICE TRAVEL <i>Limited to 50% of total budget</i>	Up to 50% of the transportation and lodging expenses associated with a Program that is a service project not on campus	