1870 2020

STUDENT ORGANIZATION
OFFICER TRAINING
for Treasurers

THE OHIO STATE UNIVERSITY
OFFICE OF STUDENT LIFE
STUDENT ACTIVITIES

Introduce yourself to your neighbor

- Name
- Organization
- Standing/ Year
- Major/ Program
- Fun Fact

Goals for Today's Session

- Connect with fellow treasurers
- Access leadership resources
- Ask questions, share ideas

Expectations for Today's Session

Sign in

Ask questions

Slides will be emailed

Use your handout

Participate!

ONLINE TRAINING

- Key Roles
- Funding and Finances
- Registration Basics
- Resources

Online Training Key Points

1. What are the **two sources of funding** available from CSA?
2. When are **audits due** for those funding sources?
3. What can student orgs access in the **Resource Room**?
4. What is the **deadline** to complete your registration requirements?

Student Org Guidelines

- Guiding principles
- Registration process
- Responsibilities of student orgs
- Funding guidelines
- Allowable expenses for Operating and Programming Funds
- Much more!

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

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

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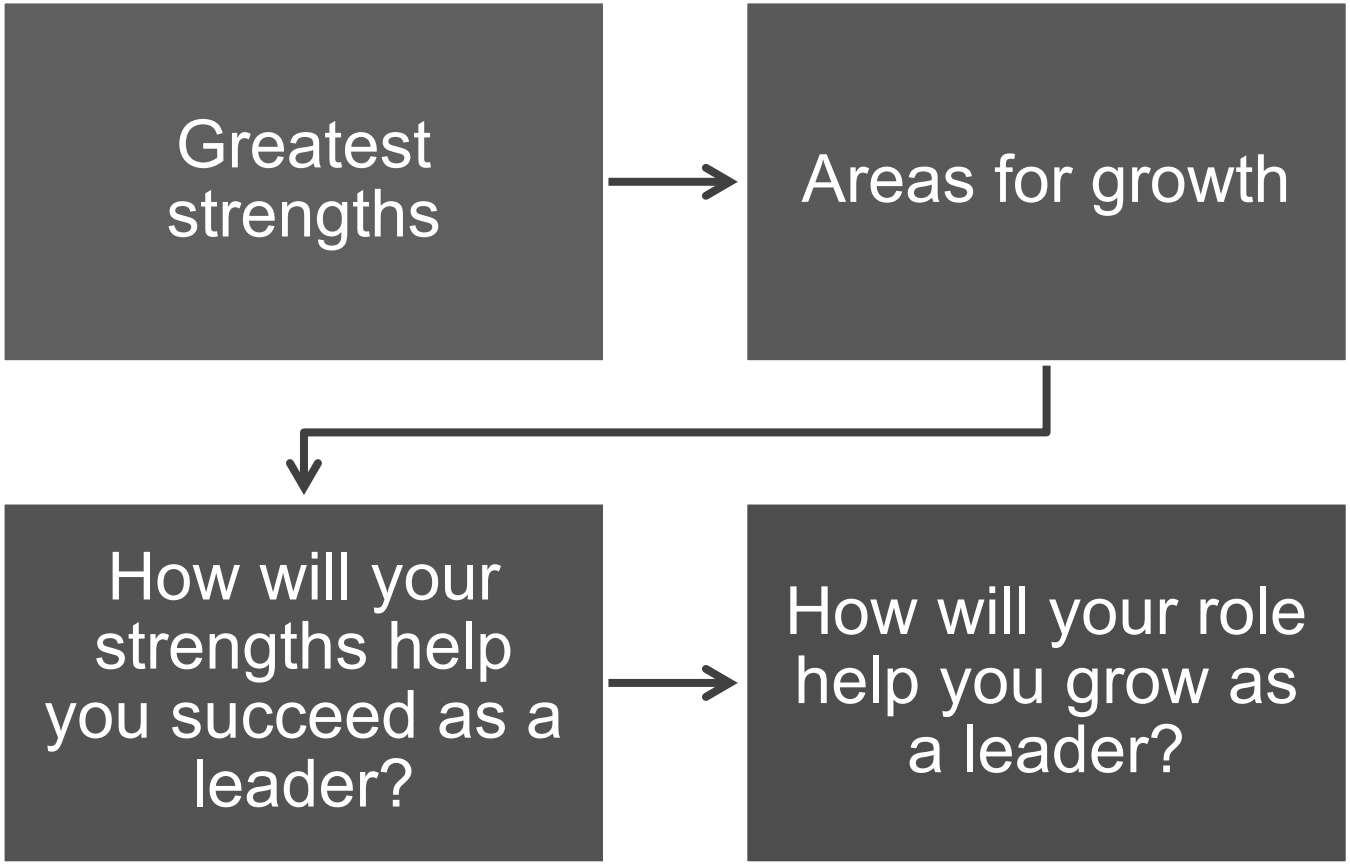
Member Development

Leadership Capacity and Confidence, Social Perspective Taking, Wellness

Leadership Capacity and Confidence

The development of members' self-awareness of their personal values and skills, as well as their belief that they will be successful when engaging in leadership behaviors

Leadership Capacity and Confidence



Resources

- Student Leadership Advocates Workshops
- MCC Education and Training Programs
- Student Organization Success Coaches
- Leadership Education Needs Assessment (LENA)

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

Budget and Financial Management

The ability to be financially self-supporting with a well-developed budget that reflects the current and future priorities of the organization

Eligibility for CSA Funding

1. Obtain EIN from IRS

Check out activities.osu.edu for step-by-step instructions

2. Complete AP Compliance form

Form can be found on the Student Activities website

3. Open organization checking account

You may use any bank you prefer

4. Apply for funds

Only the treasurer can apply for CSA funds

You may apply for funds regardless of your organization status – Active, Pending, Inactive

Operating Funds

Very flexible, for use in daily operations

$200 annually

Apply between July 1 and April 1

Funds issued in advance

Submit audit, receipts and unused funds by May 1

Operating Expenses

Advertising
Promotion
Printing

National
Dues
Fees

Travel and
Transportation

Bank
Charges
Checks

Membership
Awards

Equipment Costs
Facility Rental Fees

Books
Subscriptions

Office
Supplies

Up to $100 on food for recruitment events

Programming Funds

For use only with eligible programs

Eligible for $2000 or $3000 depending on level of active status

Apply by one of 5 deadlines, depending on program date

Funds issued on a reimbursement basis

Submit audit and receipts within 30 days of your event

Programming Expenses

Food, Beverages (40%)

Publicity (20%)

Take-Aways (20%)

Apparel (20%)

Service Travel (50%)

Equipment Rental, Consumable Supplies

Ohio State Facilities

Personnel

Speaker Costs, Entertainment

Programming Funds

Eligible programs must be:

- Educational or service activity
- Held on-campus
- Open to all fee-paying students
- Broadly marketed

Programming Funds

Ineligible programs include:

- Meals
- Organization recruitment
- Meetings
- Academic program requirement
- Religious or worship services
- Political or lobbying activities
- Tabling

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

STUDENT **ACTIVITIES**

THE OHIO STATE UNIVERSITY
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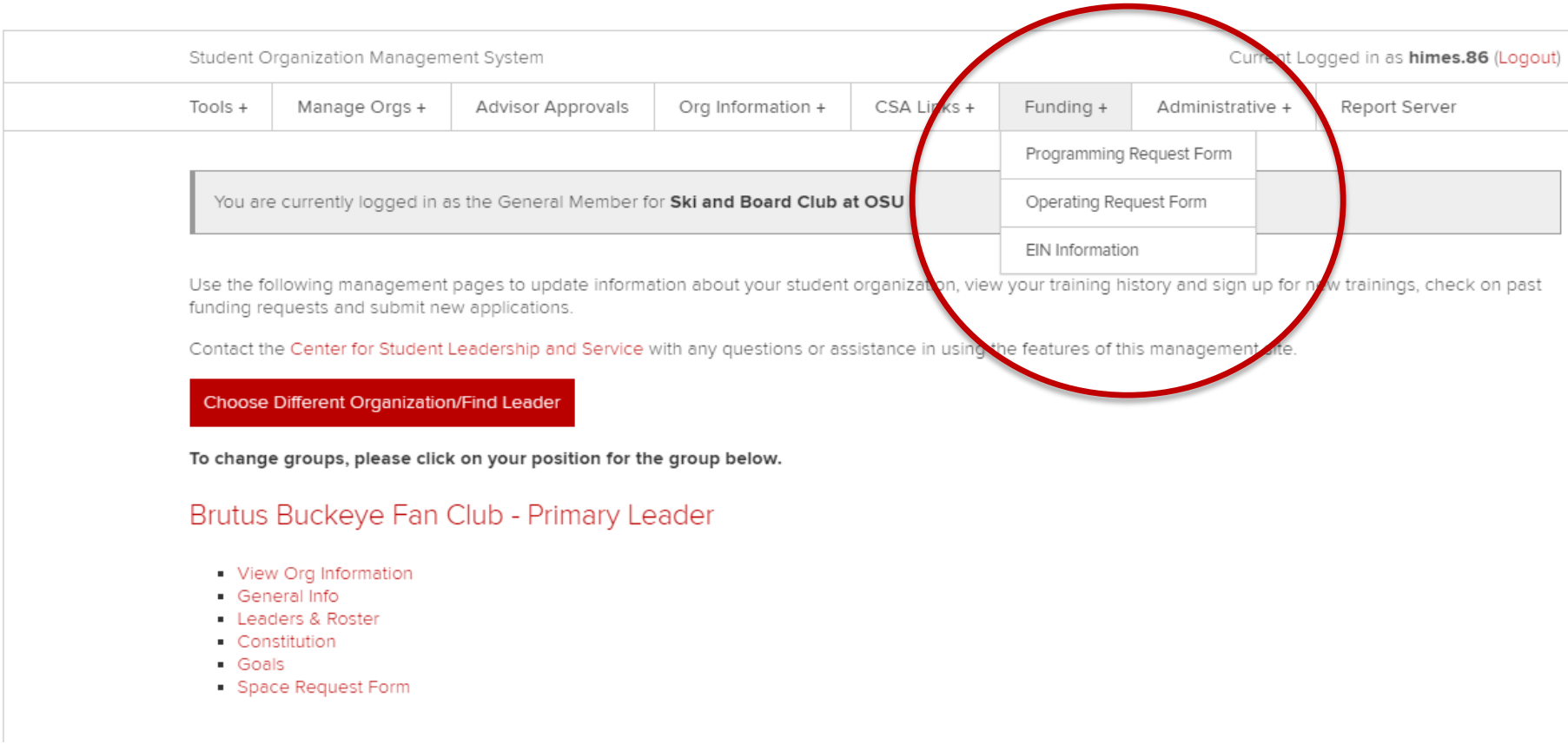


Operating, Programming, or Another Source?

Your organization is buying team shirts for your executive board.
What should you utilize?

Operating Funds

Your organization is planning an annual dance performance in the U.S. Bank Conference Theater, and needs A/V assistance for the production.
What should you utilize?

Programming Funds

Your organization is bringing a famous speaker to campus, and he/she has agreed to have a private dinner with the members of your organization.
Which should you utilize?

Another Funding Source

Fundraising and Philanthropy

The utilization of creative and effective practices to raise funds for the organization, as well as skills for purposeful charitable giving

Fundraising Ideas

Fundraising and Philanthropy

- What are examples of successful fundraising your organization has tried?
- What are some challenges your organization has experienced when it comes to fundraising?
- Does your organization engage in philanthropy? If so, what type of philanthropy work do you do?

Operational Efficiency

The procedures and processes for regular, efficient, and effective organizational function

Submitting an Audit

For Operating and Programming Funds

Audit forms can be found on Student Activities website

Original, itemized, legible receipts

Must show proof-of-payment and exactly what was purchased

Submit to Resource Room

It's okay if actual expenses vary from the original application

2018-2019 CSA Allocations
Programming Funds Audit Form

Due to the Center for Student Leadership and Service (Room 2095) in the Ohio Union, attn: Angela Britton within 30 days of the scheduled program date.
Do NOT return audits to the Information Center or Administrative Office.

This form must be completed by the treasurer. If you are the program planner, please consult with the treasurer to ensure accuracy.

Received:_____
Program #_____
Vendor: _____
App. Amt: $_____
Check Amt $:_____
IO Amt $:
JE Amt $:_____
Email Group:_____
FOR OFFICE USE ONLY

Full Student Organization Name:

Title of Program:

Date of Program:

Location of Program:

Your Organization's Information

Directions

Follow the example and fill out information for each receipt you are turning in.
The receipts must be original, itemized, and legible in order to count towards the audit.
Please list each receipt separately - do not total receipts within any category. Use an additional sheet if necessary.
Do not use highlighter on receipts - it will erase the printing and your receipt cannot be audited. Use a pen to make notes.
Refer to 2018-2019 Student Organization Guidelines for Fundable/Non-Fundable expenses for these categories.

Income

Did you have outside income for this event (i.e. admission fee, sponsors, university department contribution, other student organizations etc.)?
***Circle One: YES or NO.** If so, please list all sources of income below and attach all supporting documents to the audit.*

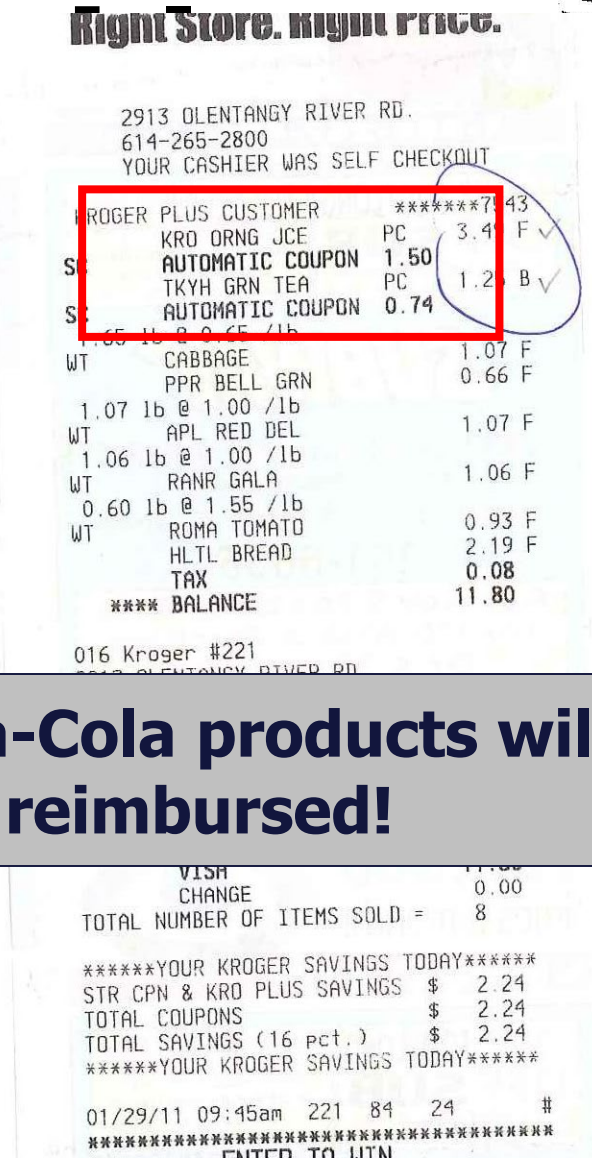
Source(s)	Net Amount for organization	*Audited Amt. (Office only)*
Ex. Venmo/Paypal/Undergraduate Student Government	Ex. $300	

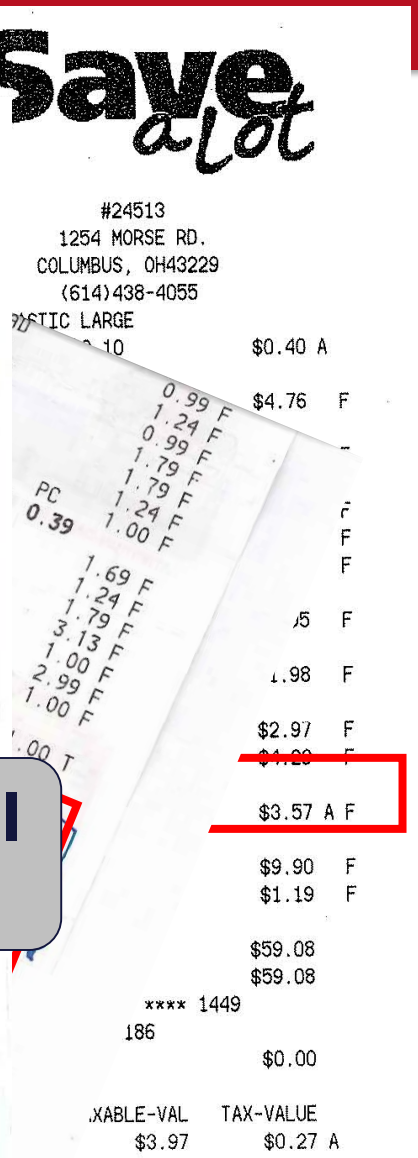
Program Income (if any)

Expenses

Category * % is of total program cost, not just category	Vendor(s)	Amount Spent	Explanation	*Audited Amt. [Office Only]*
Ex. Entertainment	Ex. Southwest Mr. Brutus Staples	Ex. $290 $200 $45.67	Ex. Speaker Flight Speaker Fee (waived) Printer cartridge, nametags	
Speaker Costs **Provide names of any gift card recipients on the back page of this audit form				

Program Expenses + Receipts



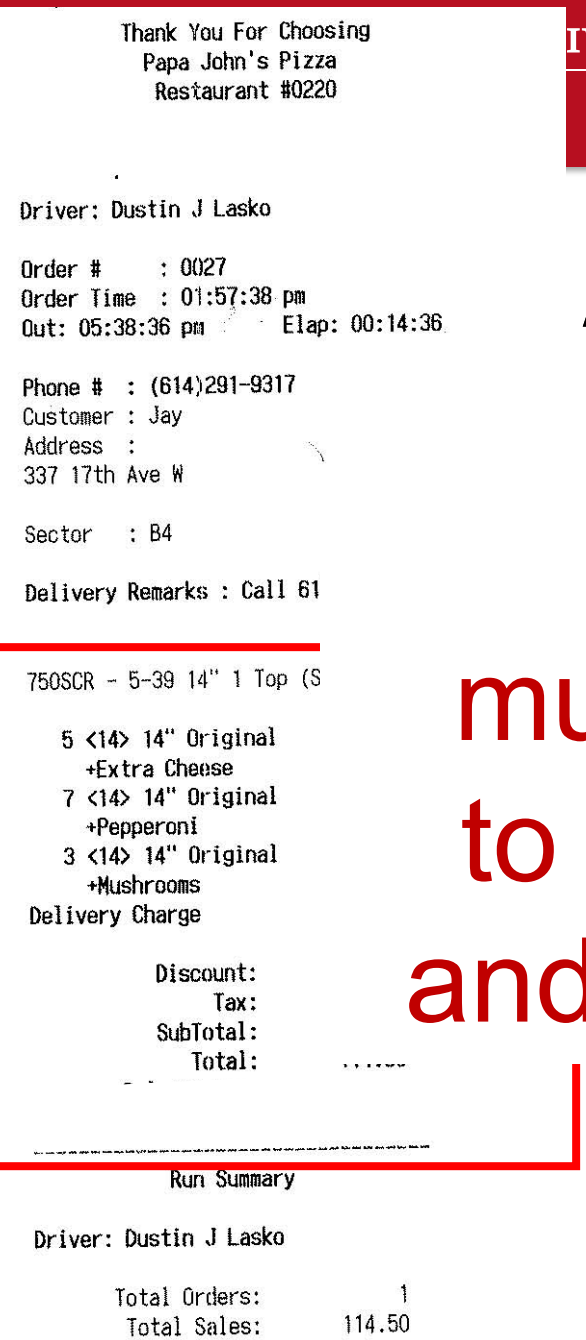


Only Coca-Cola products will be reimbursed!

Acceptable!

You may need multiple documents to show itemization and proof of payment

Proof of payment



Thank You For Choosing
Papa John's Pizza
Restaurant #0220

Driver: Dustin J Lasko

Order # : 0027
Order Time : 01:57:38 pm
Out: 05:38:36 pm Elap: 00:14:36

Phone # : (614)291-9317
Customer : Jay
Address :
337 17th Ave W

Sector : B4

Delivery Remarks : Call 61

750SCR - 5-39 14" 1 Top (S

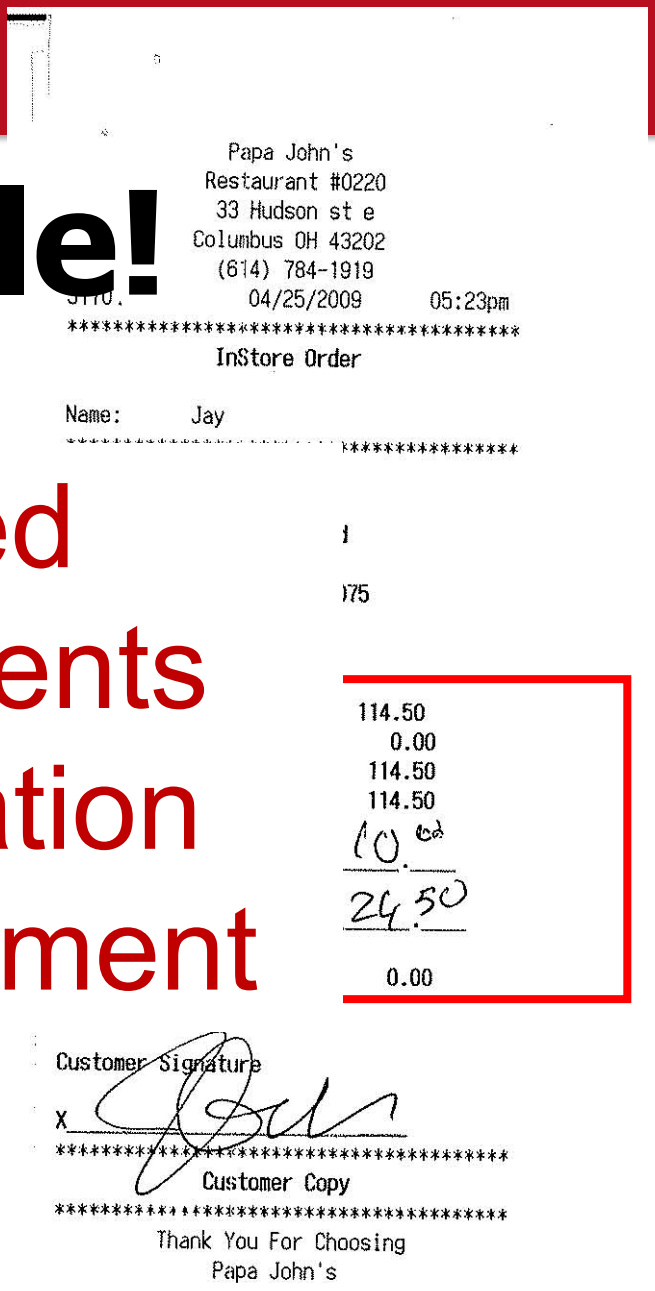
5 <14> 14" Original
+Extra Cheese
7 <14> 14" Original
+Pepperoni
3 <14> 14" Original
+Mushrooms
Delivery Charge

Discount:
Tax:
SubTotal:
Total:

Run Summary

Driver: Dustin J Lasko

Total Orders: 1
Total Sales: 114.50



Papa John's
Restaurant #0220
33 Hudson st e
Columbus OH 43202
(614) 784-1919
04/25/2009 05:23pm

InStore Order

Name: Jay

114.50
0.00
114.50
114.50
10.00
24.50
0.00

Customer Signature
X

Customer Copy

Thank You For Choosing
Papa John's

WebCheckout Invoice

Patron
Fatih Olmez

[redacted]

Invoice number
I-55946958

Created
8:43 AM, 4/21/2011

Location
Reserve Equipment and Materials (IT Service Desk), 2009 Millikin Rd., Room #025 - Phone 614-292-3131

Charges

Qty	Date	Description	Amount	Subtotal
1	4/21/2011	$15.00 per wireless mic. rented 2 mics	$30.00	$30.00

Payments

Qty	Date	Description	Amount	
1	4/21/2011	Invoice paid by: $30.00 , receipt: 1-55946958 -- usage fee	$30.00	$30.00

Terms

Amount Due: $0.00

OSU OCIO IT SERVICE DE
2009 MILLIKIN RD
COLUMBUS, OH 432100000

04/21/2011 08:46:06
Merchant ID: 000000000582814
Terminal ID: 02967484
219006300996

CREDIT CARD
VISA SALE

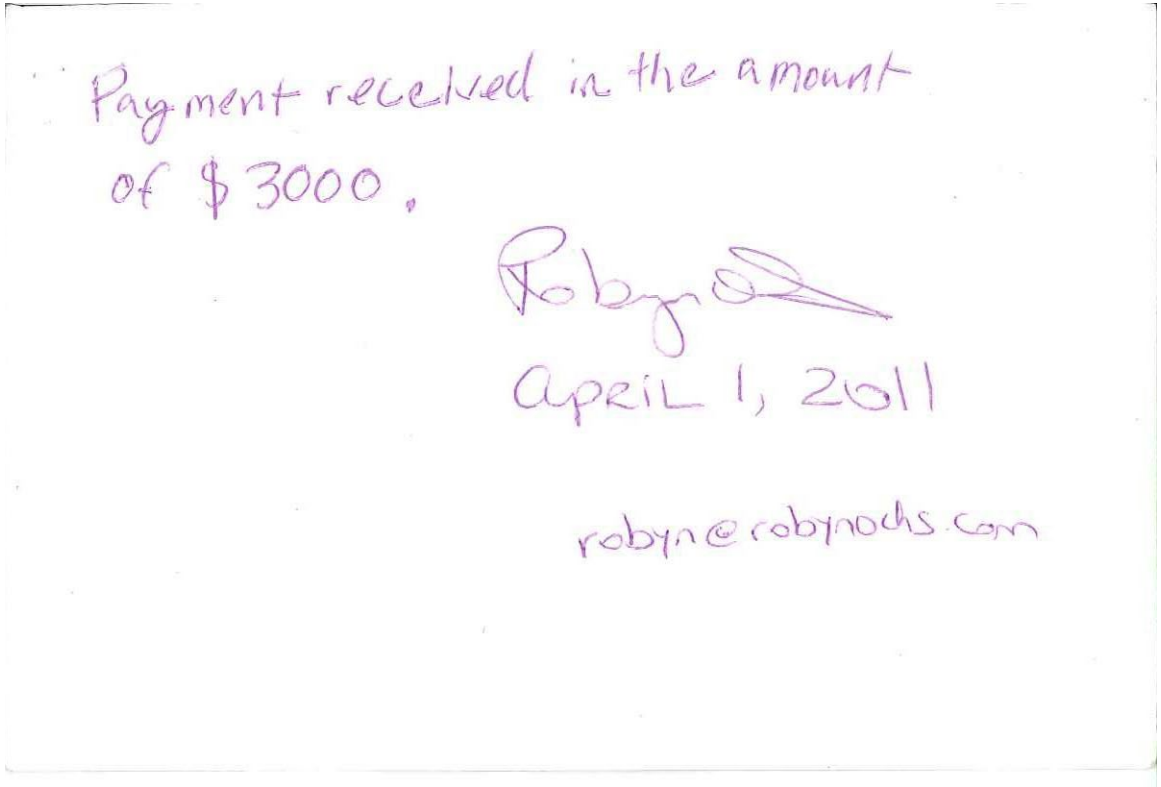
CARD # XXXXXXXXXXXX7256
INVOICE 0001
Batch #: 000010
Approval Code: 08197B
Entry Method: Swiped
Mode: Online

SALE AMOUNT $30.00

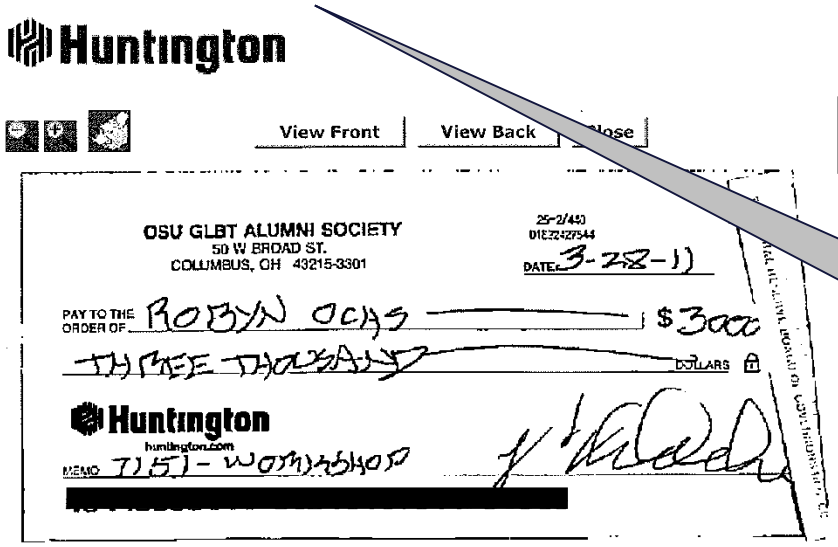
CUSTOMER COPY

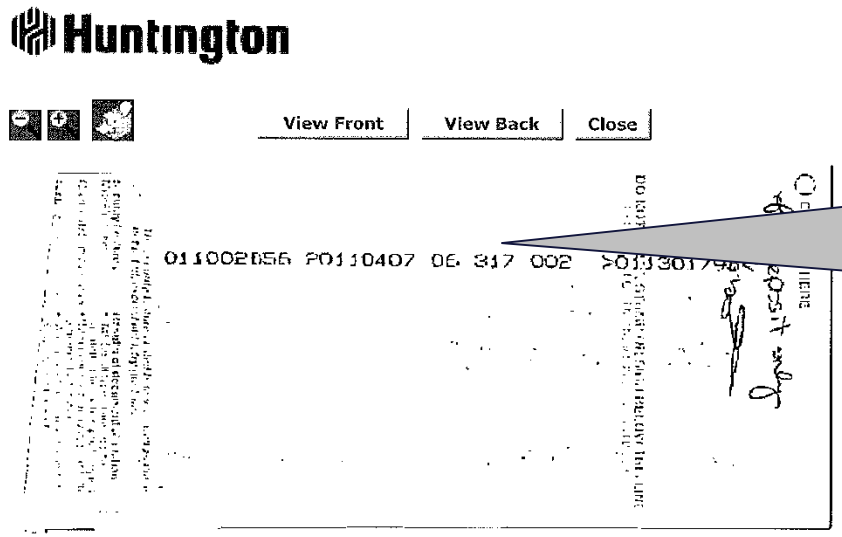
Acceptable!

Not Acceptable



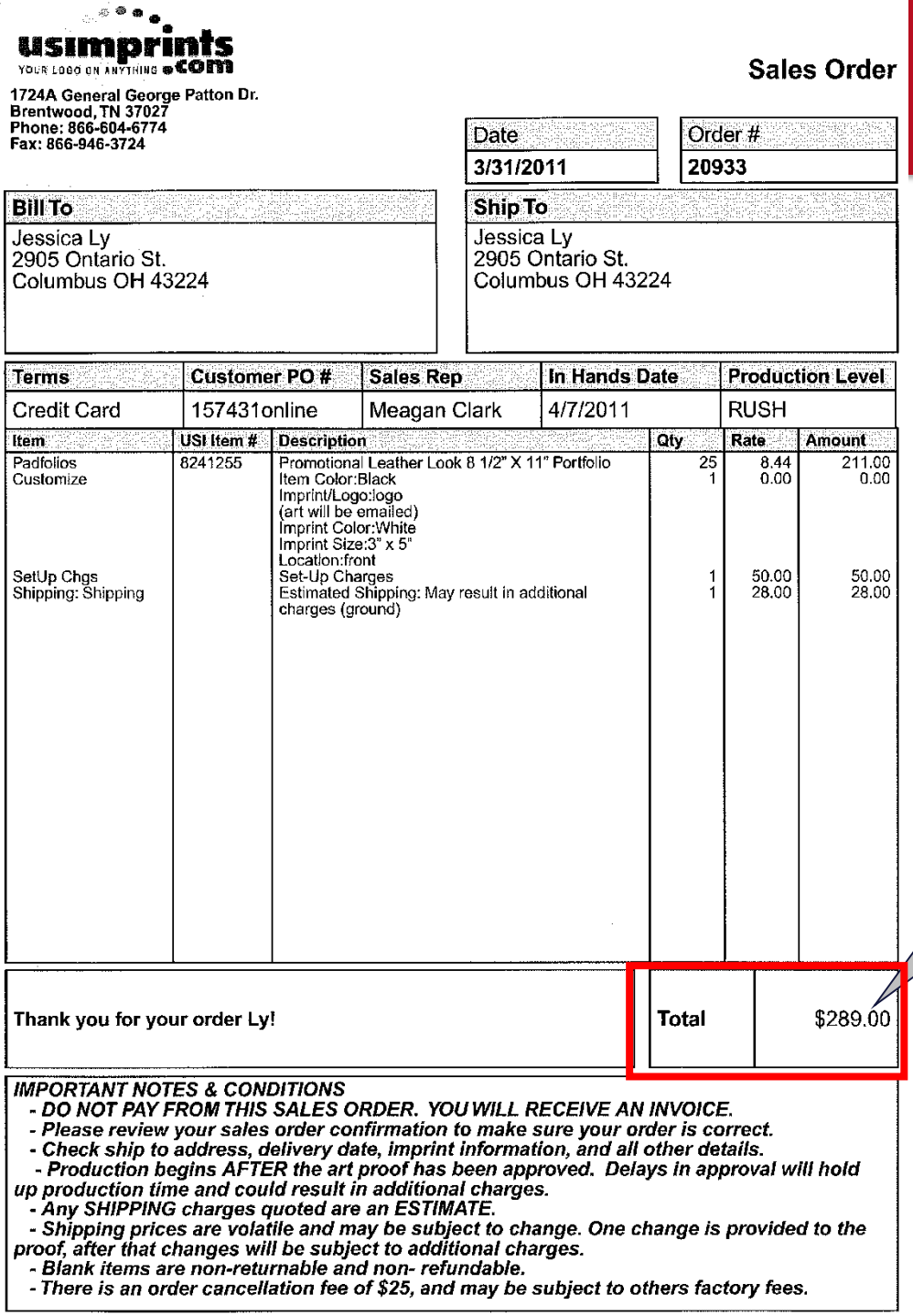
Proof of Payment: Cancelled Check





From the bank account, not a photocopy of the check

This (or bank statement) shows the funds have cleared your account



usimprints
YOUR LOGO ON ANYTHING .com

1724A General George Patton Dr.
Brentwood, TN 37027
Phone: 866-604-6774
Fax: 866-946-3724

Sales Order

Date	Order #
3/31/2011	20933

Bill To	Ship To
Jessica Ly 2905 Ontario St. Columbus OH 43224	Jessica Ly 2905 Ontario St. Columbus OH 43224

Terms	Customer PO #	Sales Rep	In Hands Date	Production Level
Credit Card	157431online	Meagan Clark	4/7/2011	RUSH

Item	USI Item #	Description	Qty	Rate	Amount
Padfolios	8241255	Promotional Leather Look 8 1/2" X 11" Portfolio	25	8.44	211.00
Customize		Item Color:Black Imprint/Logo:logo (art will be emailed) Imprint Color:White Imprint Size:3" x 5" Location:front	1	0.00	0.00
SetUp Chgs		Set-Up Charges	1	50.00	50.00
Shipping: Shipping		Estimated Shipping: May result in additional charges (ground)	1	28.00	28.00

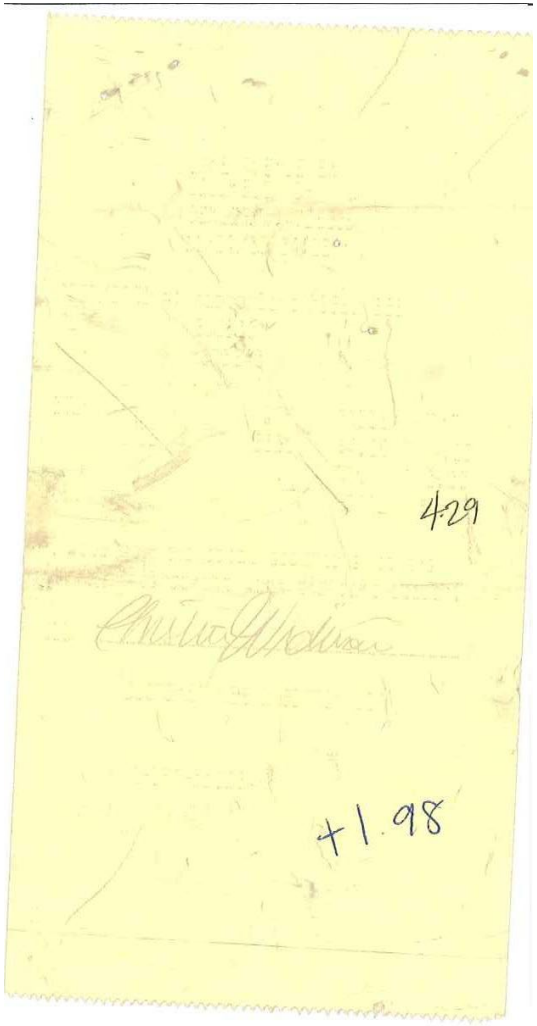
Thank you for your order Ly!

Total	$289.00

IMPORTANT NOTES & CONDITIONS
- DO NOT PAY FROM THIS SALES ORDER. YOU WILL RECEIVE AN INVOICE.
- Please review your sales order confirmation to make sure your order is correct.
- Check ship to address, delivery date, imprint information, and all other details.
- Production begins AFTER the art proof has been approved. Delays in approval will hold up production time and could result in additional charges.
- Any SHIPPING charges quoted are an ESTIMATE.
- Shipping prices are volatile and may be subject to change. One change is provided to the proof, after that changes will be subject to additional charges.
- Blank items are non-returnable and non- refundable.
- There is an order cancellation fee of $25, and may be subject to others factory fees.

Not Acceptable

Itemized, shows amount, does not show **proof of payment**



Not Acceptable

Illegible – this org waited too long to turn in their audit

Ohio Union Event Services
2008 Ohio Union
1739 North High Street
Columbus OH 43210
Phone 614-292-5200 / Fax 614-292-1816

Please pay directly.

Acceptable!

Invoice

Client

Edward Greenblat
8th Floor Improv Comedy Group
109 Morrison Tower
CAMPUS

Invoice Number: 7738OU
Invoice Date: 4/15
Due Date: 5/20
Event Name: Bel mprov Festival
Reservation No.: 95
Credit Card/100 W M ap CSA funding

Bookings / Details		Price	Amount

Users of the Ohio Union for event purposes must submit full payment of fees no la 30) days from the receiving of the event invoice.

Changes or disputes to the invoice can be made within seven (7) days of receivi ce.

The Ohio Union appreciates your feedback and has created an onli feedback:
http://ohiounion.osu.edu/plan_an_event/contact/event_services_ev

Thank you!

Ohio Union and RPAC
Invoices can be paid directly

Friday, April 01, 2011

6:00 PM - 11:30 PM Bellwether Improv Festival (Confirmed) U.S. Bank Conference Theater

Reserved: 5:30 PM - 12:00 AM			
Room Charge:	1	500.00	500.00
Less 50% Discount			-250.00
Ohio Union Equipment:			
A/V Equipment:			
6:00 PM - 11:30 PM Standard			
Microphone - Wireless - US Bank Conference Theater	1	75.00	75.00
Less 50% Discount			-37.50
Lighting Console - Conference Theater	1	150.00	150.00

Top Five Things to Know About Completing an Audit

1. **Receipts** must be original, itemized, legible, and show proof of payment
2. **Multiple receipt documents** may be required
3. **Audit forms** found online:
   Student Activities > Student Organizations > Funding
4. Operating and Programming Funds audits have **different due dates**
5. Submit audits to, and pick up checks from, the **Resource Room**

KBK Center, Resource Room

$250 line-of-credit

Variety of resources, supplies, games, equipment, etc.

Risk Reduction

The assessment and reduction of accidental harm or loss through proactive safety measures and response plans

Risk Reduction

Keep expenditures up-to-date

Mail, audits, and bank statements

Who's on record?

Cash handling

Transition bank account and EIN

Resources

- Office Hours
- Coca-Cola Product Donation
- OUAB, Student Governments, and other campus collaborators
- Your bank

Upcoming Events and Deadlines

Registration and Funding Deadlines

Autumn Registration Window: October 30

Programming Funds: September 1

- For events taking place October 16-December 31

Programming Funds: November 1

- For events taking place January 1-March 15

Fireside Chats

Every other Monday at 5:30 p.m.

Sept. 9, 23 Oct. 7, 21 Nov. 4, 18

KBK Center, second floor Ohio Union

- Informal discussions, open to any members or leaders
- Topics based on Framework outcomes
- Connect with fellow leaders, student org staff, Coaches, and university resources

Advisor Breakfast

September 11 at 8-9:30 a.m.

Ohio Union

- Advisors should RSVP on the "Advisors" webpage *activities.osu.edu/involvement/student_organizations/advisors*
- May invite up to 2 students
- Come when you can, leave when you must

OUAB Collaboration

Applications for Spring due Friday, September 27

ouab.osu.edu/ (*Plan an Event with OUAB)*

- Visit the website for:
  - *Application and scoring categories*
  - *Guidelines*
  - *FAQs*
  - *Contact info for student chair and advisor*

KBK Center Open House

October 22 at 5-7 p.m.

KBK Center Lounge, Ohio Union second floor

- All student organizations welcome, no RSVP necessary
- Get to know KBK office tenants, student org staff and coaches, Resource Room services

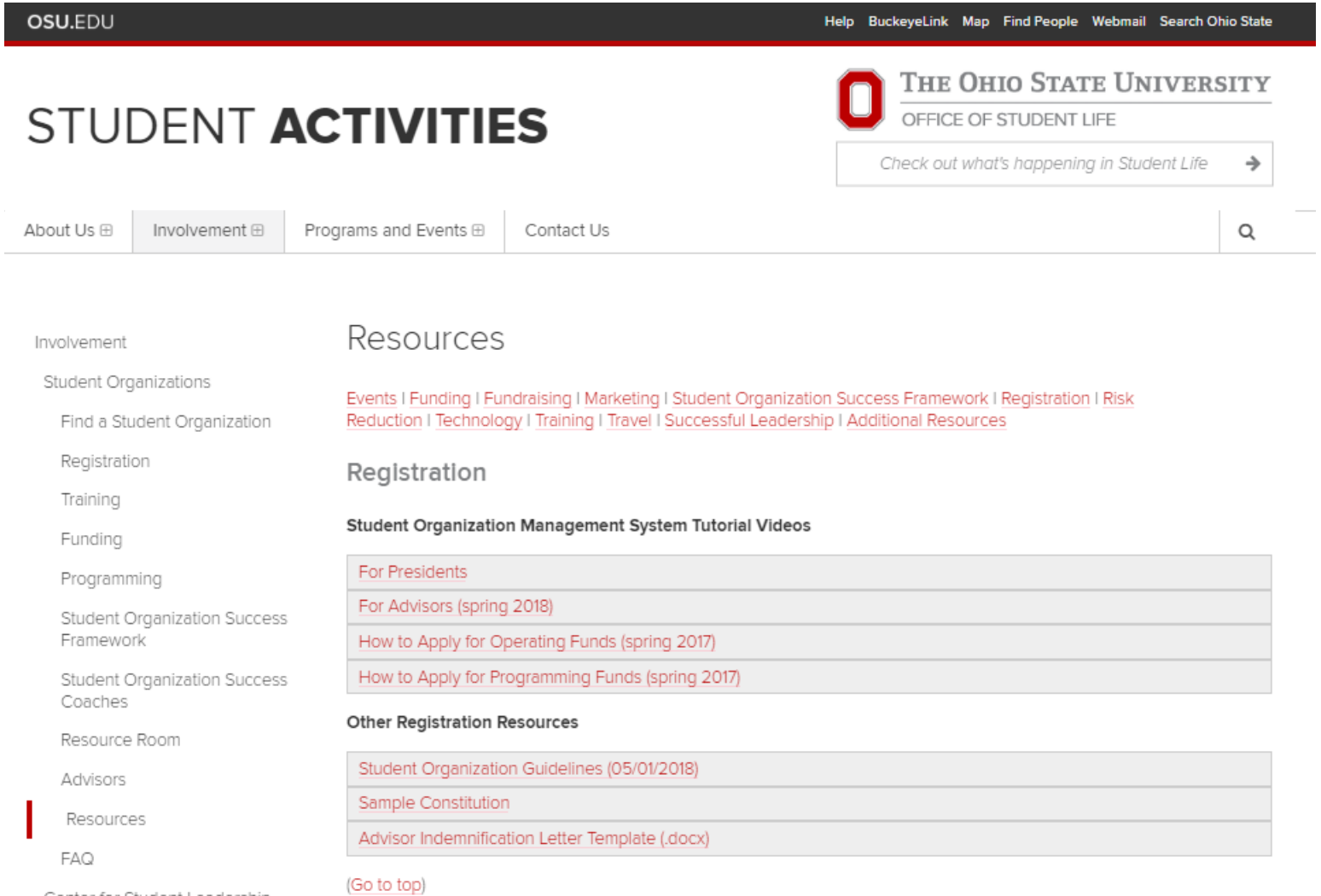
Questions and Follow-up

Final Thoughts

What was most useful for you?

- Framework and Coaches?
- Your own strengths?
- Applying for Operating and Programming funds?
- Fundraising?
- Audits and receipts?
- Campus resources?

Resource Webpage



Next Steps

- Complete Online Training (if not done already)
- Check out website (activities.osu.edu)
- Review the Framework
- Connect with, or request, a Coach

Thank You for Attending

Before You Leave:

Sign attendance sheet

Following Today's Training:

Confirmation email with links/ resources

Access resources at activities.osu.edu

Contact Us:

csls@osu.edu