



**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



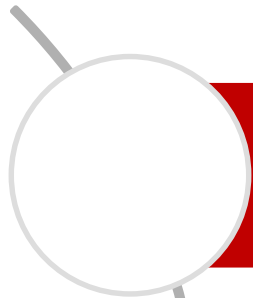
Major/ Program



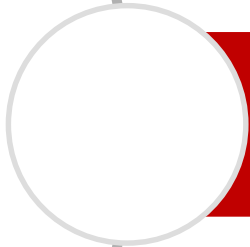
Fun Fact



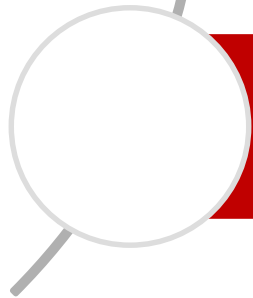
# Goals for Today's Session



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



**THE OHIO STATE UNIVERSITY**

OFFICE OF STUDENT LIFE



# Member Development

Leadership Capacity and Confidence,  
Social Perspective Taking, Wellness

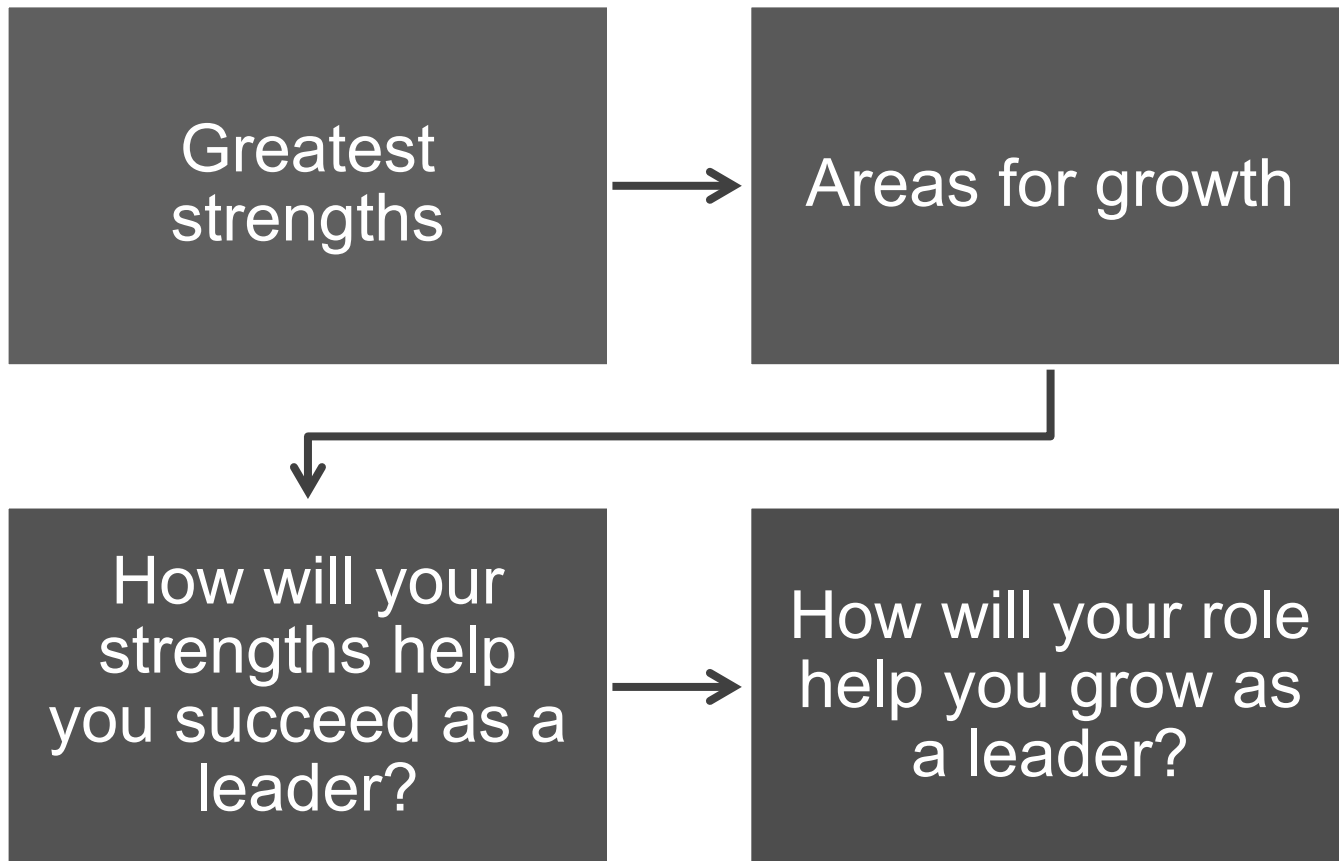


# Leadership Capacity and Confidence

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



2. Complete  
AP  
Compliance  
form



3. Open  
organization  
checking  
account



4. Apply for  
funds

Check out  
[activities.osu.edu](http://activities.osu.edu)  
for step-by-step  
instructions

Form can be  
found on the  
Student  
Activities  
website

You may use  
any bank you  
prefer

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

<b>Apply by...</b>	<b>Program Date</b>
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



Student Organization Management System

Current Logged in as **himes.86** (Logout)

Tools +

Manage Orgs +

Advisor Approvals

Org Information +

CSA Links +

Funding +

Administrative +

Report Server

You are currently logged in as the General Member for **Ski and Board Club at OSU**

Programming Request Form

Operating Request Form

EIN Information

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 the [Center for Student Leadership and Service](#) with any questions or assistance in using the features of this management site.

[Choose Different Organization/Find Leader](#)

To change groups, please click on your position for the group below.

## Brutus Buckeye Fan Club - Primary Leader

- [View Org Information](#)
- [General Info](#)
- [Leaders & Roster](#)
- [Constitution](#)
- [Goals](#)
- [Space Request Form](#)





**THE OHIO STATE UNIVERSITY**

OFFICE OF STUDENT LIFE



**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

Alumni  
Base

Sell t-shirts

Campus Parc

Food/Bake sales

Restaurant nights

Schottenstein Center Cleanups

\*No spending restrictions on  
money you fundraise\*



# 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: _____
<b>FOR OFFICE USE ONLY</b>

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	
<b>Program Income (if any)</b>		

#### Expenses

Category <small>* % is of total program cost, not just category</small>	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	
<b>Speaker Costs</b> <small>**Provide names of any gift card recipients on the back page of this audit form</small>	<b>Program Expenses + Receipts</b>			



Save a lot

Right Store. Right Price.

2913 OLENTANGY RIVER RD.  
614-265-2800  
YOUR CASHIER WAS LUCAS

SC	HMK CARD	2.99	F
SC	KROGER PLUS CUSTOMER	0.10	F
SC	TKYH ICE TEA	2.89	B
SC	AUTOMATIC COUPON	0.10	F
SC	KRO ORNG JCE	3.49	F
SC	AUTOMATIC COUPON	1.50	F
SC	SNNYD PUNCH	3.99	B
SC	CANTALOUPE	1.88	F
SC	AUTOMATIC COUPON	0.87	F
WT	2.65 lb @ 2.34 /lb	6.20	F
WT	GRAPES		
WT	1.77 lb @ 2.21 /lb	3.91	F
WT	GRAPES RED	0.67	F
	TAX	26.02	
	**** BALANCE		

016 Kroger #221  
2913 OLENTANGY RIVER RD.  
COLUMBUS OH 43202  
VISA Purchase  
\*\*\*\*\*3813  
TOTAL: 26.02  
REF#: 04371B

VISA CHANGE = 0.00  
TOTAL NUMBER OF ITEMS SOLD = 7

\*\*\*\*\*YOUR KROGER SAVINGS TODAY\*\*\*\*\*  
STR CPN & KRO PLUS SAVINGS \$ 2.47  
TOTAL COUPONS \$ 2.47  
TOTAL SAVINGS (8 pct.) \$ 2.47  
\*\*\*\*\*YOUR KROGER SAVINGS TODAY\*\*\*\*\*

01/08/11 06:21pm 221 1 272 120

ENTER TO WIN

Right Store. Right Price.

2913 OLENTANGY RIVER RD.  
614-265-2800  
YOUR CASHIER WAS SELF CHECKOUT

SC	KROGER PLUS CUSTOMER	3.49	F
SC	KRO ORNG JCE	1.50	F
SC	AUTOMATIC COUPON	1.29	B
SC	TKYH GRN TEA	0.74	F
SC	AUTOMATIC COUPON		
WT	1.65 lb @ 0.62 /lb	1.07	F
WT	CABBAGE	0.66	F
WT	PPR BELL GRN	1.07	F
WT	1.07 lb @ 1.00 /lb	1.07	F
WT	APL RED DEL	1.06	F
WT	1.06 lb @ 1.00 /lb	1.06	F
WT	RANR GALA	0.60	F
WT	0.60 lb @ 1.55 /lb	0.93	F
WT	ROMA TOMATO	2.19	F
WT	HLTL BREAD	0.08	F
	TAX	11.80	
	**** BALANCE		

016 Kroger #221  
2913 OLENTANGY RIVER RD.

VISA CHANGE = 0.00  
TOTAL NUMBER OF ITEMS SOLD = 8

\*\*\*\*\*YOUR KROGER SAVINGS TODAY\*\*\*\*\*  
STR CPN & KRO PLUS SAVINGS \$ 2.24  
TOTAL COUPONS \$ 2.24  
TOTAL SAVINGS (16 pct.) \$ 2.24  
\*\*\*\*\*YOUR KROGER SAVINGS TODAY\*\*\*\*\*

01/29/11 09:45am 221 84 24 #  
ENTER TO WIN

#24513  
1254 MORSE RD.  
COLUMBUS, OH43229  
(614)438-4055

WT	PLASTIC LARGE	0.40	A
WT	0.10		
WT	0.99 F	\$4.76	F
WT	1.24 F		
WT	0.99 F		
WT	1.79 F		
WT	1.79 F		
WT	1.24 F		
WT	1.00 F		
WT	1.69 F		
WT	1.24 F		
WT	1.79 F		
WT	3.13 F	.5	F
WT	1.00 F		
WT	2.99 F	1.98	F
WT	1.00 F		
WT	0.00 T		
		\$2.97	F
		<del>\$1.28</del>	F
		\$3.57	A F
		\$9.90	F
		\$1.19	F
		\$59.08	
		\$59.08	
	**** 1449		
	186		
		\$0.00	
	TABLE-VAL	TAX-VALUE	
	\$3.97	\$0.27	A

Only Coca-Cola products will be reimbursed!

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

UNIVERSITY



Papa John's  
Restaurant #0220  
33 Hudson st e  
Columbus OH 43202  
(614) 784-1919

04/25/2009 05:23pm  
\*\*\*\*\*

InStore Order

Name: Jay  
\*\*\*\*\*


1  
175

114.50  
0.00  
114.50  
114.50  
10.00  
24.50  
0.00

# Acceptable!

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

Proof of payment

Customer Signature  
X   
\*\*\*\*\*  
Customer Copy  
\*\*\*\*\*  
Thank You For Choosing  
Papa John's

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



Patron Fatih Olmez		Invoice number <b>1-55946958</b>		
		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	Subtotal
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: 000000000582844  
 Terminal ID: 02967484  
 219006300996

CREDIT CARD  
 VISA SALE

CARD # XXXXXXXXXXXXX7256  
 INVOICE 0001  
 Batch #: 000010  
 Approval Code: 081978  
 Entry Method: Swiped  
 Mode: Online

SALE AMOUNT \$30.00

CUSTOMER COPY

# Acceptable!





# Not Acceptable

Payment received in the amount  
of \$3000.

Robyn

April 1, 2011

robyn@robynoahs.com



View Front View Back Close

OSU GLBT ALUMNI SOCIETY  
50 W BROAD ST.  
COLUMBUS, OH 43215-3301

25-2143  
01232427344  
DATE: 3-28-11

PAY TO THE ORDER OF ROBYN OCHS \$3000  
THREE THOUSAND DOLLARS

Huntington  
huntington.com

MEMO 7151-WOMASHOP

*[Signature]*

# Proof of Payment: Cancelled Check

From the bank account, not a photocopy of the check



View Front View Back Close

011002856 00110407 06 317 002 5011301798

DO NOT WRITE IN THESE SPACES

DEPOSIT ONLY

*[Signature]*

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

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

Date	Order #
3/31/2011	20933

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

**Ship To**  
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 Customize	8241255	Promotional Leather Look B 1/2" X 11" Portfolio Item Color:Black Imprint/Logo:logo (art will be emailed) Imprint Color:White Imprint Size:3" x 5" Location:front	25	8.44	211.00
			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

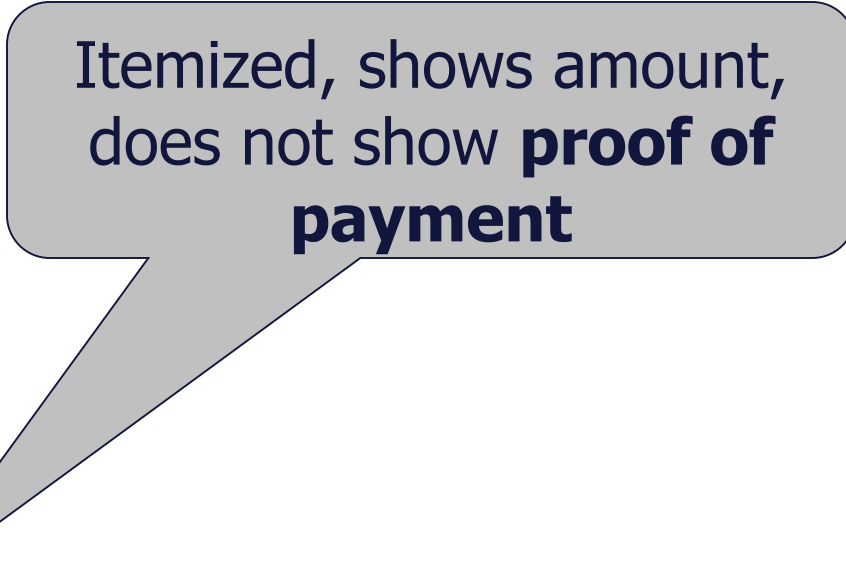
Thank you for your order Ly!	<b>Total</b>	<b>\$289.00</b>
------------------------------	--------------	-----------------

**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.



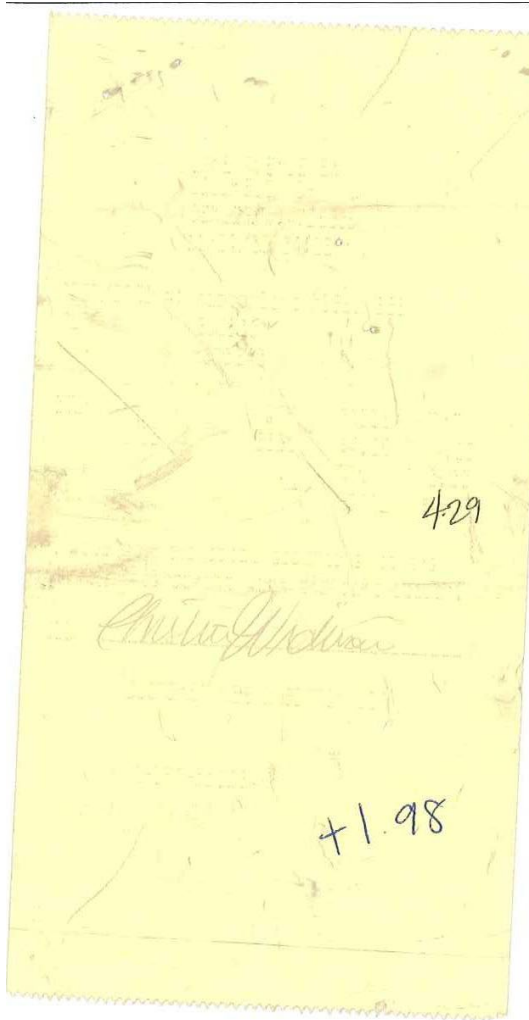
# Not Acceptable



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.

Invoice

Acceptable!

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

**Invoice Number:** 773801  
**Invoice Date:** 4/15  
**Due Date:** 5/20  
**Event Name:** Bellwether Improv Festival  
**Reservation No.:** 95  
**Credit Card/100 Wt ap:** CSA funding

**Bookings / Details** **Price** **Amount**

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

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

The Ohio Union appreciates your feedback and has created an online feedback form:  
[http://ohiounion.osu.edu/plan\\_an\\_event/contact/event\\_services\\_event\\_feedback](http://ohiounion.osu.edu/plan_an_event/contact/event_services_event_feedback)

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



**THE OHIO STATE UNIVERSITY**

OFFICE OF STUDENT LIFE



# 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/](http://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





**THE OHIO STATE UNIVERSITY**

OFFICE OF STUDENT LIFE



# 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

OSU.EDU

Help BuckeyeLink Map Find People Webmail Search Ohio State

## STUDENT ACTIVITIES



THE OHIO STATE UNIVERSITY  
OFFICE OF STUDENT LIFE

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

Student Organization Success Framework

Student Organization Success Coaches

Resource Room

Advisors

Resources

FAQ

Center for Student Leadership

## Resources

[Events](#) | [Funding](#) | [Fundraising](#) | [Marketing](#) | [Student Organization Success Framework](#) | [Registration](#) | [Risk Reduction](#) | [Technology](#) | [Training](#) | [Travel](#) | [Successful Leadership](#) | [Additional Resources](#)

## Registration

### Student Organization Management System Tutorial Videos

[For Presidents](#)

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

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

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

### Other Registration Resources

[Student Organization Guidelines \(05/01/2018\)](#)

[Sample Constitution](#)

[Advisor Indemnification Letter Template \(.docx\)](#)

[\(Go to top\)](#)



# Next Steps

Complete Online Training  
(if not done already)

Check out website ([activities.osu.edu](http://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](http://activities.osu.edu)

## Contact Us:

[csls@osu.edu](mailto:csls@osu.edu)