



Student Organization Online Advisor Recertification



Welcome to the online Student Organization Advisor Training Recertification

Welcome to the online Student Organization
Advisor Training Recertification, offered by the Office of
Student Life: Student Activities at The Ohio State University!

Student organization registration guidelines, adopted by the
Council on Student Affairs (CSA), stipulate that as a
condition of registration, each student organization must
have a faculty or administrative and professional (A&P) staff
member to serve as an advisor and that the advisor must
complete training once every two years.



Welcome to the online Student Organization Advisor Training Recertification

(continued)

When this requirement was initiated in 2004, CSA further specified that an advisor's first training must be completed in-person during a presentation conducted by a Student Activities staff member. Subsequent renewals of that training, every two years, can be met either by attending another in-person presentation or by completing this online module, on an alternating schedule. Advisors may not complete the online training in successive terms, rather must alternate between in-person and online sessions.



Navigating the Training Module

It is likely that some of the policies and resources discussed here have changed since you last completed this session. We encourage you to take as much time as you need to review this material *thoroughly*, so that you can be as well-equipped as possible to help the students in your organization to be successful.



Navigating the Training Module

(continued)

The session is organized into six sections:

1. The Role of an Advisor
2. Student Organization & Advisor Resources
3. CSA Registration & Funding Policies
4. Legal & Liability Issues
5. Other Reminders & Frequently Asked Questions
6. Semester Considerations, Conclusion & Session Evaluation

If you would like a printable PDF of the advisor certification information, you may access it on our [Resources webpage](#). Should you have any technical difficulties with any part of this module, please accept our apologies and contact our staff at 614-292-8763 or csls@osu.edu.



The Role of an Advisor

While an argument could be made for any of a variety of roles advisors serve as being the most important, there are two guiding principles we suggest as the most fundamental for effective advising:

1. Maintain a mutually agreeable level of communication between yourself and the students that keeps you informed about the organization's activities.
2. Ensure that the organization remains controlled and directed by the students.

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The Role of an Advisor

(continued)

As we will demonstrate in the next few screens, there are only a few things the University requires of student organization advisors. Almost everything else you do to support your organization may be negotiated with the students, typically when there is a transition in leadership.



The Role of an Advisor

(continued)

One of those negotiated expectations should be the regularity with which you and the student leaders communicate with one another. Being in regular communication means different things to different advisors – a weekly, monthly, or quarterly meeting with the officers is one method, as is being consistently carbon-copied on emails that pertain to the organization's business and subscribing to all organization listserves. Knowing what the organization is planning puts you in a position to give advice, support the students, and protect your own liability. You may also wish to discuss which methods of communication are preferred, including text messaging, face to face meetings, phone calls, emails, or social media. 8



CSA's Guidelines on the Role of an Advisor

The Council on Student Affairs (CSA) is a subcommittee of the University Senate, whose purpose is to examine issues of life outside the classroom and make policy recommendations both to the Senior Vice President for Student Life and the University Senate. One of CSA's standing obligations is to provide the structure and funding for our community of approximately 1,430 registered student organizations.



CSA's Guidelines on the Role of an Advisor

(continued)

CSA **requires** the following duties of student organization advisors:

- Review and Approve the organization's online registration information each year, thereby also agreeing to serve as the advisor for the upcoming year.
- Review and Approve the organization's Goals.
- Complete an advisor training session once every two years.



CSA's Guidelines on the Role of an Advisor

(continued)

- Review and Approve/Deny the organization's CSA funding requests, if/when submitted by treasurer.
- Review and Approve reservations of space or equipment, if/when requested by the University department granting the reservation.

The other roles you serve with the organization should be discussed and agreed-upon on an annual basis with the student organization leaders. For many of the students in your organization, you may be one of the only faculty or staff members they have an opportunity to get to know well, so your availability to them as a mentor and an active participant in their college experience is critical for many reasons.



The Role of an Advisor as Determined with the Student Leaders

Below is a list of possible duties an advisor could fulfill with an organization. We encourage you to have a conversation with the organization leaders about your expectations of each other and the advisor relationship. This list can serve as a conversation starter when discussing advisor involvement with the student leaders.



The Role of an Advisor as Determined with the Student Leaders

(continued)

The advisor may:

- Attend executive officer meetings
- Meet individually with the organization president on a regular basis
- Review and interpret university policies with the executive officers and the entire general membership as needed
- Take a role in formulating the organization's goals
- Offer advice and historical perspective or context to a discussion
- Help the organization leaders prepare an annual budget



The Role of an Advisor as Determined with the Student Leaders

(continued)

The advisor may:

- Require the Treasurer to discuss all expenditures with you before financial commitments are made
- Review the organization's finances with the treasurer once a month
- Review and edit all official correspondence before it is sent
- Require a carbon copy of all correspondence
- Take an active role in the transition of responsibilities between old and new officers
- Assist or be responsible for the planning of retreats or leadership skills workshops



The Role of an Advisor as Determined with the Student Leaders

(continued)

The advisor may:

- Ensure that updates to the organization's officers and registration information are communicated to Student Activities when changes are made
- Attend organization programs and activities
- Support program planning processes (make recommendations for topics, connect with university resources, assist with program evaluation)
- Objectively mediate interpersonal conflicts that arise between members



The Role of an Advisor as Determined with the Student Leaders

(continued)

The advisor may:

- Ensure the organization's members receive relevant announcements from the university
- Let the organization thrive or decline on its own merits
- Let the organization work out its problems, including making mistakes and doing things the hard way



The Role of an Advisor as Determined with the Student Leaders

(continued)

This list does not include some of the ancillary duties that may arise as a result of the relationship you forge with the students. Counseling, mentoring, coaching, offering relationship advice, conflict resolution, and providing academic and career advising are among the countless ways you can provide support. Never underestimate the influence you have on the success of your students!

If you are looking for direction or guidance on how to establish these standards, Student Activities has developed an [Advisor/Student Organization Agreement](#) that you can use a discussion guide.



Keith B. Key Center for Student Leadership and Service

The Keith B. Key Center for Student Leadership and Service is a student's point of connection for the full spectrum of involvement at Ohio State. The Center offers programs, resources, and services for student organizations and individual students to help take the next step in a student's membership, leadership, and citizenship.

The Keith B. Key Center for Student Leadership and Service is located on the 2nd floor of the Ohio Union. In addition to a physical space, the [KBK Center's website](#) offers a variety of resources for leadership development, community engagement, and a variety of programming.



Keith B. Key Center for Student Leadership and Service

(continued)

Within the Center, there are some specific resources that can greatly assist student organizations:

- Resource Room
- Meeting Rooms and Lounge
- Office Space, Lockers
- Graphics Department
- Videography & Photography Department



The Keith B. Key CSLS Resource Room

The Resource Room offers equipment and services to registered and Active student organizations and individual users. Items are either free to use (pending availability), or have an associated cost per item. Each registered and Active organization receives a \$250 Line of Credit per year to spend in the Resource Room. The line of credit is activated once the organization has achieved Active status by completing their annual registration requirements.



The Keith B. Key CSLS Resource Room

(continued)

Available cost items include:

- B/W and Color Copies
 - On white, color, or cardstock paper
- Buttons: 1", 2 ¼" and 3"
- Single Sheet Laminations
- Poster Laminations
- Poster print-outs
- Assorted Balloon arrangements
- Binding supplies
- Post-it sheets or pads
- Foam Core Boards
- Tri-fold Boards



The Keith B. Key CSLS Resource Room

(continued)

As item availability permits, organizations will have unlimited use of butcher paper, Texas Markers, regular markers, rubber bands, Ellison Letter Cut-Outs, sidewalk chalk, office supplies, arts & craft supplies, video editing software, design of business cards, paper cutter, faxing and scanning machines. A full list of current services and pricing is located at: **Resource Room website.**



The Keith B. Key CSLS Resource Room

(continued)

Individual users (not affiliated with student organizations) may also use these resources. Individuals can pay with credit or Buck-ID. The Resource Room no longer accepts cash payments. University departments may request an invoice and pay for resources using an Internal Order.

Organizations may not transfer their Credit to another organization. The Line of Credit resets annually once the organization achieves Active status for the coming year.



The Keith B. Key CSLS Resource Room

(continued)

Student organization officers (primary leader, treasurer, or secondary leader, as indicated on the group's online roster) may check out a variety of equipment: bullhorns, bean bag toss games, Popcorn Machine, or Snocone Machine for up to **one day** with BuckID. All items checked out are due back by Noon the following day.

Various board/ card games are also available for check-out.

These resources may be useful at an organization retreat, program, or informational meeting.



Additional Resources for Student Organizations and Advisors

Student Life Marketing

Among the most frequently utilized resources are the services of our Graphic Design staff. Full-time graphic designers and a team of student interns are available to help your organization create logos, flyers, advertisements, t-shirts, booklets, posters, invitations, and more.



Additional Resources for Student Organizations and Advisors

(continued)

Student Life Marketing

The process begins by submitting a request online at studentlife.osu.edu/secure/marketing/. The design work is free for Active student organizations, but the cost of producing the items that have been designed are the responsibility of the student organization. Because of the popularity of this service, your organization will definitely need to schedule the work in advance.



Additional Resources for Student Organizations and Advisors

(continued)

Student Life Marketing

Organizations may also request assistance in finding vendors or promotional items, as well as submit requests for photographers or videographers to document organization events using the same marketing request form at studentlife.osu.edu/secure/marketing/.

Organizations may also advertise their events on the Ohio Union virtual bulletin boards or on the Ohio Union website calendar by contacting Student Life Marketing staff at OUscreens@osu.edu.



Additional Resources for Student Organizations and Advisors

(continued)

Student Organization Insider

Weekly on Wednesdays, all officers and advisors of registered organizations receive the *Student Organization Insider*, an e-mail newsletter used to communicate important information about funding and registration deadlines, upcoming programs, and other announcements that should be of interest to student organizations.



Additional Resources for Student Organizations and Advisors

(continued)

Student Organization Insider

Because the *Student Organization Insider* has a distribution of over 4,000 recipients, many organizations also find it valuable to utilize the section of the weekly e-mail reserved for organization announcements. Use this message as an additional means of advertising your events or opportunities for collaboration and recruiting new members. Submit announcements by Tuesday at Noon to via our web form

at activities.osu.edu/involvement/student_organizations/



Student Organization Staff Contacts

There is a team of Student Activities staff members who provide support for student organization leaders and advisors. All of these staff members can be reached by phone at (614) 292-8763, csls@osu.edu, or their e-mail addresses are listed below.

We're all ready to assist you and the leaders of your organizations anytime you need help!



Student Organization Staff Contacts

(continued)

Johnnie Jordan

jordan.597@osu.edu

Coordinator, Keith B. Key Center for Student Leadership and Service

Manages the Resource Room and the Keith B. Key Center for Student Leadership and Service, including being the tenant manager for the student organizations that have space in the Center.



Student Organization Staff Contacts

(continued)

Brooke Olson

olson.276@osu.edu

Coordinator, Student Involvement and Student Organizations

Manages registration and training for student organizations, works with new organizations, and advises Student Org Success Coaches.



Student Organization Staff Contacts

(continued)

Angela Britton

britton.190@osu.edu

Business Development Coordinator

Manages the student organization funding process, conducts audits, and assists students with funding questions.



Student Organization Staff Contacts

(continued)

Jen Pelletier

pelletier.17@osu.edu

Associate Director, Student Activities

Oversees student organization team, serves as primary resource for advisors, as well as resources related to leadership development and community service.



Student Organization Success Framework

The Student Organization Success Framework is a resource designed to help student organizations pursue excellence. The Framework identifies **individual**, **organizational** and **community** outcomes where any organization can develop. Using these resources, organizations can identify where they want to grow, then use the Framework to connect with resources across campus.



Student Organization Success Framework

(continued)

Use of the Framework is not required, but **highly encouraged**. Organizations who choose to use the Framework may find they are better prepared to recruit and retain members, engage in collaborations, effectively transition leadership as well as be eligible to apply for Leadership Awards or other recognition opportunities.

All organizations can use the Framework to help make their group better, stronger and more successful! The Framework outlines three key areas for individual, organizational and community excellence.



Student Organization Success Framework

(continued)

To get started, we recommend:

Step 1: Familiarize yourself with the outcomes below.

Each outcome contributes to the ongoing success of your student organization.

Step 2: Complete the Framework Outcomes

Assessment with your members, leaders and advisors to identify areas of strength as well as areas for growth.



Student Organization Success Framework

(continued)

To get started, we recommend:

Step 3: Schedule a meeting with our Student Organization Success Coaches to talk about your assessment results, identify goals for the year and connect with resources.

Step 4: Set **goals** and build an **action plan** of next steps, using related university resources.

For more information about how to use the Framework, visit the Framework page on the Student Activities Website.



Student Activities Resource Request Form

If your student organization is looking for additional support from Student Activities, the Student Activities Request Form is here for you!

Our team of trained students and staff members are excited to support you, your organization, department, or group.



Student Activities Resource Request Form

(continued)

Some of the services we can provide you with include:

- One-on-one coaching with a Student Organization Success Coach
- Service opportunities and resources
- Workshop and retreat consultation and facilitation
- Support, guidance, and consultation from Student Activities

The Request Form can be found on the Student Activities Website.



Other Advisor Resources

In addition to the assistance from our staff and the resources available in the Center, we want to make sure you are aware of the Advisor Resources section of the Student Activities website. If you visit activities.osu.edu/involvement/student_organizations/advisors, you will find links to a number of resources you may find helpful, including:

- Student Organization Management System
- Role of the advisor
- Indemnification letter template



Other Advisor Resources

(continued)

If there are resources you think would benefit other advisors if available on our website, please let us know, so that we can consider including them.

Finally, we want to encourage you to seek out perhaps the greatest resource on campus for advisors – the advice of other advisors. It is likely that one or more of your colleagues or friends on campus also serves as a student organization advisor. Identifying those colleagues and finding a few to rely upon for support and advice is a strategy for success that many advisors would recommend.



CSA Registration and Funding Policies

The Council on Student Affairs (CSA) is the body responsible for developing the various policies that pertain to registered student organizations. Those policies are all related to a philosophy statement on student organizations, developed in 2004.

That statement can be found in its entirety in the Student Organization Guidelines, available on our [Resources page](#), but two important excerpts are restated below.



CSA Registration and Funding Policies

(continued)

The first excerpt defines an Ohio State student organization:

"A Student Organization is an association of Ohio State students created for any educational purpose that supports the vision and goals of the University."

The second excerpt justifies why we support a wide variety of

organizations: "Student Organizations serve as a medium for academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships."



Registered vs. Unregistered Student Organizations

There are three different categories of recognized student groups and student organizations at Ohio State.

- Unregistered Student Groups
- New & Re-Established Student Organizations
- Established Student Organizations



Registered vs. Unregistered Student Organizations

(continued)

The Unregistered Student Groups category exists so that groups that cannot meet all the criteria for becoming registered can at least be recognized by the University and exercise their freedom to associate. This applies to groups that do not have enough members, do not have an advisor, or choose not to abide by the University's non-discrimination policy.

These groups are included in the online directory of recognized student groups with a notation that they are unregistered, but they are not entitled to any of the benefits of registered student organizations.



Registered vs. Unregistered Student Organizations

(continued)

Some of the benefits of becoming a registered organization include:

- Use of University facilities at discounted rates
- Access to CSA funding
- Use of the Keith B. Key Center for Student Leadership and Service
- Use of Resource Room Line-of-Credit
- Opportunity to apply to participate in the Student Involvement Fairs



Registered vs. Unregistered Student Organizations

(continued)

Some of the benefits of becoming a registered organization include:

- Opportunity to apply for office space or locker space in the KBK Center
- Technology support including free website hosting, email address, email listserv
- Marketing support including graphic design, photography, videography
- Charter Services through the Transportation and Traffic Management



Requirements for Registration

The following are the criteria for a student organization to become **Registered**. These criteria apply to both categories of Registered organizations.

- Must have three different student leaders to serve as primary officers, none of whom may be listed as a primary officer for more than three registered organizations.
- Must have a minimum of 5 student members
- Student leaders must maintain a minimum GPA each grading term (2.0 for undergraduates, 3.0 for graduate students, and 2.0 for professional students)
- Student leaders must be enrolled in classes



Requirements for Registration

(continued)

The following are the criteria for a student organization to become **Registered**. These criteria apply to both categories of Registered organizations.

- Must have a faculty or A&P staff advisor, who may not advise more than three registered organizations, unless required by their job description
- Must have a constitution on file with Student Activities that includes a statement of non-discrimination at least as broad as Ohio State's non-discrimination policy

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Requirements for Registration

(continued)

There are a couple of factors that distinguish the two categories of registered organizations.

- New/Re-Established status student organizations are those that have been registered continuously for two or fewer years and have a minimum of five student members.
- Established status student organizations are those that have been registered continuously for three or more years and have a minimum of fifteen student members.



Requirements for Registration

(continued)

The main difference between these two tiers of registration is the level of Programming Funds for which they are eligible. It is important for Established status student organizations to complete their registration renewal by the end of their registration Window each year, or their registration will lapse, and they will revert to New/Re-Established status.



Registration Windows

Organizations can register either during the **Spring Registration Window (February 1 - April 15)** or the **Autumn Registration Window (August 15 - October 30)**. The Registration Window is self-selected by the organization based on when they elect and transition their new officers each year. If the organization wishes to maintain its continuous registration status, all of the registration requirements must be completed on/before the last day of their particular Registration Window.



Registration Windows

(continued)

All of these criteria must be met in order for a group to be considered **Active**:

- The Primary Leader and Treasurer must complete both an online training module and in-person training session annually.
- The Advisor must complete a training session once every two years.
- The Primary Leader must complete the online registration process. Even if the organization is not brand new and continuing from the previous year, it must update/confirm its registration information online annually.



Registration Windows

(continued)

All of these criteria must be met in order for a group to be considered **Active** *(continued)*:

- The advisor must submit online approval of the organization's registration information and goals.

At the end of this recertification session, you may follow a link to complete that approval process for this year.

*If these requirements are not completed by the end of the Window, the organization will be listed in **Inactive** status until any missing requirements are completed. Inactive status organizations are not eligible to use any university resources/ discounts.*



Student Activity Fee

Funding for student organizations comes from the Student Activity Fee, which began in Autumn 2003. All undergraduate, graduate, and professional students on the Columbus campus pay the fee each semester, which generates approximately \$4 Million annually.



Student Activity Fee

(continued)

The fee revenue is allocated according to the following approximate percentages:

- 54.02% Ohio Union Activities Board (campus-wide programming)
- 13.81% D-tix Discount Ticket Program
- 14% Student Organization Funding
- 9.26% Student Government Funding
- 7.58% Buck-I-SERV alternative breaks program
- 1.33% Pay-It-Forward



Student Activity Fee

(continued)

Funding for registered student organizations is available through CSA and can be applied for only by student organization treasurers, which includes Operating and Programming Funds.



The Role of the Advisor in Funding Requests

As an advisor, your role is to provide an electronic approval for each one of your organization's funding requests. That approval entails reviewing the budget that was submitted and, if it is acceptable, submitting your approval.

You will receive an automated e-mail whenever your organization's Treasurer completes the application for funding. Go to the **Student Organization Management System** to submit your approval online.



The Role of the Advisor in Funding Requests

(continued)

It is also important to note that in order for a registered organization to receive funds from CSA, the organization must have a checking account with an area bank of its choice. Part of the process of establishing a checking account is obtaining an Employer Identification Number (EIN) from the IRS. Instructions for requesting an EIN are discussed during Treasurer Training and available on the Funding webpage. Organizations must also have Active status and be in good financial standing, meaning they don't have any outstanding debts or unpaid bills with the University.



The Role of the Advisor in Funding Requests

(continued)

For both the Operating Funds and the Programming Funds, CSA has developed a list of fundable and non-fundable expenses, which can be found online. Treasurers should consult that list and/or confer with you or Student Activities staff before applying to make sure the organization's request has a chance of being granted.



Operating Funds

All registered organizations may apply for up to **\$200 each fiscal year** in Operating Funds. The funds are awarded on *a first-come basis starting on July 1* each year.

Treasurers must request the funds through an online application. Part of the application requests budget information for how the funds will be used. Once approved, the organization will receive a check. That check must then be deposited in the organization's checking account.



Operating Funds

(continued)

It is vitally important for the organization to **save the original and itemized receipts** for purchases made with CSA funds. Once the organization has spent the money, *the treasurer must complete and submit an audit by May 1* to account for the money. Any unspent portion of the Operating Funds must be returned at the time of the audit.



Operating Funds

(continued)

Examples of fundable expenses with Operating Funds include:

- office supplies
- promotional materials
- t-shirts
- dues to national organizations
- travel or lodging expenses for a retreat, conference, or educational field trip
- up to \$100 for food at recruitment events

A full list of fundable and non-fundable expenses is listed in the **Student Organization Guidelines**.



Programming Funds

Programs eligible for programming funds are those that occur on campus and are open for any Ohio State student to attend. Hands-on volunteer community service or outreach activities that occur off-campus can also be funded.

New & Re-Established status organizations may apply for up to **\$2,000 per year** for their programs.

Established status organizations may apply for up to **\$3,000 per year** for their programs.



Programming Funds

(continued)

This amount can be requested in one lump sum, or spread out over multiple events throughout the year. Student organizations are also permitted to collaborate on programs and combine funds to support a larger budget event.

Applications for Programming Funds must be submitted several months prior to the event occurring. Please consult the funding deadlines and calendar to know when to remind your Treasurer to request funds, as late applications are not accepted.



Programming Funds

(continued)

The applications are reviewed by the CSA Allocations Committee, which uses viewpoint neutral criteria to evaluate the applications. If approved, the funds are disbursed to the student organization after the program, upon submission of an audit and receipts. Note that this reimbursement process differs from the advance process of disbursing Operating Funds. The audit and receipts *must be submitted within 30 days of the program.*



Additional Funding Policies

The treasurer of your organization receives a more detailed explanation of the fundable and non-fundable expenses during the required Treasurer Training session.

It is important to note that the various CSA funding policies apply only to the Operating and Programming Funds. If your organization raises money through membership dues, donations, sponsorship, or fundraising events, the University has no oversight of those funds.



Additional Funding Policies

(continued)

It is therefore important that you as the advisor remain involved in the administration of the organization's finances, so that fiscal accountability can be promoted within your group. **We recommend that advisors are not listed as signatories on the student organization's bank account.** While having the advisor on the account can help with continuity from one year to the next, it also opens up liability issues. It is recommended that advisors do not have direct access to student organization funds, but rather provide guidance for the student treasurer to manage funds in an ethical manner that benefits the organization as a whole.



Legal Relationship Between Student Organizations, Advisors, and the University

Registered student organizations are *not* official legal entities of the University. Many people involved in student organizations assume that once the group is registered with Ohio State, it is officially part of Ohio State. The reality is that Ohio State maintains a legal arm's-length relationship with student organizations. Student organizations may not receive legal protection from the University, nor are they allowed to use the University's non-profit status for their own purposes.



Legal Relationship Between Student Organizations, Advisors, and the University

(continued)

Officially, the only formal link between Ohio State and registered student organizations is the faculty or A&P staff members serving as advisors. When you agree to be an advisor, you do assume some liability for the organization's activities. You can manage your risk by becoming familiar with University policies, staying in good communication with the leaders of the organization, and using good judgment.



Legal Relationship Between Student Organizations, Advisors, and the University

(continued)

Many advisors have posed hypothetical questions about whether or not they could be sued for damages by the victim of an accident at an organization event or by a vendor with whom the organization has breached a contract. There is no way to predict whether or not you could be sued, but even though Ohio State Legal Affairs could not defend the students in such a situation, the University could – and most likely would – defend you as the advisor. Ohio State Legal Affairs has said that as long as you are acting within the scope of your employment and are not grossly negligent in your duty to advise the organization, the University will indemnify you.



Legal Relationship Between Student Organizations, Advisors, and the University

(continued)

We request that all advisors submit online a **signed indemnification letter**. The letter is signed by the advisor's supervisor, department chair, or dean explaining the university's indemnification of advisors who act as good stewards of the university. The template is available on the **Advisors webpage of the Student Activities website** and can be uploaded through the **Student Organization Management System**.



Clery Reporting for Student Organizations

One of the key liability issues for advisors has to do with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act, otherwise known as the Campus Safety Act or the Clery Act.

The Campus Safety Act is a federal law that requires college campuses to compile and publish crime statistics. Ohio State, like most other colleges and universities, has made the University Police the conduit for reporting this information to the federal government. If any person reveals to you that they have been the victim or witness of any incident that might involve a crime, please immediately contact the University Police at 292-2121. Reporting a crime to the police does not mean that charges must be filed.



Clery Reporting for Student Organizations

(continued)

All student organizations are requested to submit **a report of off-campus activities** in compliance with Clery reporting processes. Student presidents will complete this as part of the annual registration renewal process during their Registration Window. Please note, this is not required as part of the annual registration, rather the collection of this information takes place on the same timeline.



Clery Reporting for Student Organizations

(continued)

An example of a crime that occurs occasionally within a student organization is hazing, which is against the law in the State of Ohio. Please assist with the prevention of hazing by talking with your group's members about its membership initiation procedures and helping them make good decisions that respect the dignity and safety of new members. More information about the definition of hazing can be found here: <http://codes.ohio.gov/orc/2903.31>



Clery Reporting for Student Organizations

(continued)

Other risk management topics that advisors should discuss with student organization leaders include alcohol consumption, controversial speakers or programs, handling of large amounts of money/cash, activities where participants could be injured, or violations of the Student Code of Conduct.

Student Activities staff are available to consult with advisors and organization leaders on risk-related topics, however may need to make referrals to non-university resources for a final solution.



Advisors and FERPA

Another legal issue that arises occasionally for advisors is the understanding of the Family & Educational Rights to Privacy Act, otherwise known as FERPA.

FERPA protects students' privacy with respect to their grade information and other educational records. University employees may share grade information with one another, as long as that information is relevant in the conduct of University business.



Advisors and FERPA

(continued)

Where this often becomes an issue for advisors is the enforcement of minimum grade standards for members and/or officers. Unless a student explicitly waives his/her right to that information, it is not appropriate for an advisor to access or share grade information with other students.

If your organization needs to verify a student leader or potential student leader's grade information as it relates to their eligibility to participate, please contact Student Activities staff with that inquiry, so that each student's FERPA rights can be protected.



Other Reminders

Trademark and Licensing

Active student organizations may use select brand assets of the University.

Additional information is available online at brand.osu.edu

Related to this policy, student organizations may not refer to themselves as “The Ohio State XYZ Club,” but “The XYZ Club at Ohio State” is permissible for active organizations. The former implies a relationship with the University the organization doesn’t actually have, whereas the latter simply identifies the organization's location within the Ohio State community.



Other Reminders

Charter Services

Registered student organizations may utilize charter services through Transportation and Traffic Management.

The request form can be found at ttm.osu.edu/charter

The university no longer provides passenger vehicle rental services for student organizations. Student organizations must seek passenger vehicle reservations from an off-campus provider.



Other Reminders

Space Reservations On Campus

The Ohio Union has over 30 free meeting spaces for student organizations to use for their regularly scheduled meetings and special events and programs. Organizations can also reserve and rent credenza space in the Great Hall of the Ohio Union to pass out flyers, recruit members, or promote an upcoming event.

Initiate those requests by calling (614) 292-5200 or visiting ohiounion.osu.edu/meetings_events/space_requests/



Other Reminders

(continued)

Space Reservations On Campus

In order to receive the student organization discounted price rate, the organization must have Active status. Additionally, organizations are limited to 3 free meeting rooms per day.

University Catering provides exclusive service for needs within the Ohio Union facility. Outside of that, here are some general **Food Safety Guidelines** for student organizations.



Other Reminders

(continued)

Space Reservations On Campus

All requests for outdoor space, including races and runs, for student organizations should go through the Buckeye Events Network. The space request form can be found at ben.osu.edu.

Other buildings, like Wexner Center, Rec Sports facilities, Frank W. Hale Black Cultural Center, YOUNKIN Success Center, Thompson Library, North Residential Event Spaces, and The Faculty Club handle their own scheduling. Please contact those facilities directly for assistance making space reservations.



Frequently Asked Questions

Is our student organization tax exempt, or considered a nonprofit?

Unless your organization has specifically applied for and received 501(c)(3) charitable non-profit status from the IRS, it is not considered a non-profit organization.

An important point to reemphasize here is that your student organization may not use The Ohio State University's non-profit status for its own purposes.



Frequently Asked Questions

(continued)

Is our student organization tax exempt, or considered a nonprofit?

Even though only a very small percentage of registered student organizations have obtained non-profit status, it still may be possible for donors to make tax-deductible donations to your organization.

Most student organizations qualify as “Educational Organizations” under the IRS definition. As such, your group can accept up to \$5,000 annually in tax-deductible donations without filing a return with the IRS. Please consult a CPA or tax lawyer for more information on this.



Frequently Asked Questions

Are gambling activities allowed as fundraisers?

For most student organizations, any activity that requires participants to pay for the chance to win something is prohibited under Ohio statutes on gambling and games of chance.

The exception is for groups that have applied for and maintain 501(c)(3) charitable non-profit status with the IRS.

In consultation with the attorney general's office, a resource for "games of chance" is available on the [Resources webpage](#).

Additional recommendations and resources for hosting successful fundraisers are also available on the [Resources page of the Student Activities website](#).



Frequently Asked Questions

Can our organization sell or give away food on campus?

If you are not selling the food, for example having a cookout or offering baked goods for free at a meeting or program, the general rule is “eater beware.”

If you are selling food, the University food policy states:

Food items sold by student organizations should either be commercially prepackaged by a licensed vendor and handled in compliance with relevant health codes or grown, raised, or produced by members of a registered student organization as part of their academic program.”

Offering food not prepared in one of the ways mentioned above can be risky because if someone becomes ill from eating food not properly prepared, the organization could be held liable.



Frequently Asked Questions

Are there any prohibited fundraiser activities?

No organization, student or otherwise, is authorized to sponsor a credit card sign-up on University grounds, except the Ohio State University Alumni Association through Huntington Bank.

Organizations may work with credit card companies to solicit applications off of University grounds without penalty, but we discourage these partnerships because of the well-established trend of students accumulating unmanageable credit card debt.



Frequently Asked Questions

(continued)

Are there any prohibited fundraiser activities?

All other types of fundraisers are permitted for student organizations, provided they comply with the Student Code of Conduct and State of Ohio laws, and are not with direct competitors to companies with exclusive contracts with Ohio State, such as Huntington Bank, US Bank, Coca-Cola, or Barnes & Noble.



Frequently Asked Questions

Can our organization show a movie on campus?

If you want to show a film in a public venue, you will need a licensed copy of the film. You may not show a personal copy of a movie in a public space.

Visit [mpaa.org/contentprotection/public-performance-law](https://www.mpa.org/contentprotection/public-performance-law) for more information or talk with a Student Activities staff member.

If you do need to obtain a licensed copy, a good resource is [swank.com](https://www.swank.com)

Licensed copies of films are a reimbursable expense with Programming Funds if the movie event meets the CSA definition of a program.



Frequently Asked Questions

Are there any prohibited activities?

While it would be impossible to comprehensively list all prohibited activities, the university's Code of Student Conduct can be a helpful resource.

The Code of Student Conduct

([studentconduct.osu.edu/about-us/links-and-](https://studentconduct.osu.edu/about-us/links-and-documents/)

[documents/](https://studentconduct.osu.edu/about-us/links-and-documents/)) applies to the conduct of student organizations, and all of an organization's members must abide by the Code at all times.

The Code even holds student organizations responsible for the conduct of non-organization members at their events, and at student organization events not physically held on campus. 92



Conclusion

This concludes the main content of the Student Organization Advisor Recertification Session!

Congratulations! You have officially fulfilled your advisor training requirement for the next two years. By doing so, you have completed that registration requirement for the organization(s) you currently advise and for any organizations you may subsequently advise between now and the time you are due again to complete training.



Conclusion

(continued)

Because you completed this training online, you will need to attend training in-person in two years when it is time to renew.

The Office of Student Life Student Activities would like to thank you sincerely not only for your time spent today renewing your advisor certification but also for the time and dedication you devote to your student organization. We appreciate everything you do to help your students get involved and succeed!



Conclusion

(continued)

For additional Advisor Training materials, please visit the [Resources page of the Student Activities website](#). The in-person Advisor Training session is available in PDF form.

[Click here to login to the Student Organization Management System](#) to approve your organization's registration, goals, and any funding requests.

For an overview of the approval process, please [access a brief video](#) highlighting the different approvals and features available for student organization advisors.

Thank you and [please let us know](#) how we can continue to assist you in the coming year!