STUDENT ORGANIZATION
OFFICER TRAINING

Online Module Notes and Questions

President

Key Roles in my Organization

I understand the role of the president to be…

I understand the role of the treasurer to be…

One way that I want to have a strong relationship with my treasurer is…

I understand the role of the advisor to be…

One way that I want to have a strong relationship with my advisor is…

Annual Registration Requirements

My organization is a part of the _____ registration window. We must complete all registration requirements between _____ and _____.

The registration requirements include:

- *The _____ must complete training every _____ year(s).*

- *The _____ must complete training every _____ year(s).*

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- *The _____ must complete training every _____ year(s).*

- *The _____ must submit the following online forms:*
  - ○

  - ○

  - ○

  - ○

- *Advisors must submit two rounds of approval. They must approve:*
  - ○

  - ○

An organization must have a minimum of _____ members on a roster, including the following leader roles:

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-

-

-

The five required sections of the constitution are

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The SMART Goal model can be helpful in writing meaningful annual goals. SMART stands for….

* *S*

* *M*

* *A*

* *R*

* *T*

Circle all that are true…

* *Clery Reporting is a registration requirement*

* *I should complete all registration requirements on my own*

* *There are benefits to my organization completing annual registration*

* *Clery Reporting occurs during the registration windows*

* *I am responsible for completing my training requirement*

Organization Finances

My organization can apply for up to $_____ Operating Funds each year. The only person who can apply for Operating Funds for my organization is the _____. We can apply for Operating Funds between _____ and _____. Operating funds are issued in advance.

We can apply for Programming Funds during _____ specific windows throughout the year My organization can apply for up to $_____ Programming Funds each year. The only person who can apply for Programming Funds for my organization is the _____. We can apply for Programming Funds during _____ specific windows throughout the year

Circle all that are true…

- *Organizations should be financially self-sufficient*

- *Organizations should only rely on CSA funds*

- *Organizations can only utilize Coke product at on-campus programs*

- *Organizations are able to use Ohio State's tax-exempt status*

- *Organizations are limited on how they can use fundraised money*

One creative idea I have for fundraising is…

Resources for Student Organization

Key campus resources available to my organization that I want to check out are…

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Final Thoughts

My top three takeaways are…

1)

2)

3)

Questions I have that are still unanswered are…

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