

STUDENT ORGANIZATION OFFICER TRAINING

Online Module Notes and Questions

Treasurer

Key Roles in my Organization

I understand the role of the treasurer to be...

I understand the role of the president to be...

One way that I want to have a strong relationship with my president is...

I understand the role of the advisor to be...

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

Organization Finances

A budget should include...

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. Operating Funds audits are due _____. An audit should include receipts that are _____, _____, and _____.

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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. Programming are funds are issued _____ and only after an audit has been submitted. Programming Funds audits are due _____ . An audit should include receipts that are _____ , _____ , and _____ .

Audits...

1) Are due when...

For programming funds?

For operating funds?

2) Should include what?

3) Are turned in where?

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*
- *Organizations may set dues at any amount that matches their needs*

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One creative idea I have for fundraising 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).*
- *The _____ must complete training every _____ year(s).*
- *The president must submit the following online forms:*
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- *Advisors must submit two rounds of approval. They must approve:*
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Circle all that are true...

- *Clery Reporting is a registration requirement*
- *My president should complete all training requirements on their own*
- *There are benefits to my organization completing annual registration*
- *I am responsible for completing my training requirement*

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)

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Questions I have that are still unanswered are...

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