Key Roles in My Organization

The role of the president includes…

The role of the treasurer includes…

I will build a strong relationship with my treasurer by…

The role of the advisor includes…

I will build a strong relationship with my advisor by…

Annual Registration Requirements

My organization is listed in the Autumn or Spring (circle one) registration window. We must complete all registration requirements annually between __________ and __________.

Not sure which window is yours? Check your Org Information in the Student Org Management System.

Registration requirements include trainings, online updates, and online approvals.

- The president must complete online and in-person training every _____ year(s).
- The treasurer must complete online and in-person training every _____ year(s).
- The advisor must complete training every _____ year(s), either in-person or online.
- The president must submit the following online forms:
  -
  -
  -
  -
- Advisors must submit two online approvals for __________ and __________.
Annual Registration Requirements (continued)

All student organizations must have at least __________ student members listed on the roster, including these leadership roles:

•
•
•
•
• (non-student role)

The five required sections of your organization’s constitution include:

•
•
•
•
•

Student Organization Funding

My organization may apply for up to $__________ in Operating Funds. My organization may apply for up to $__________ or $__________ (depending on Active status) in Programming Funds annually.

The only person who may submit CSA funding applications is the __________. Operating Funds applications may be submitted on a rolling basis between __________ and __________.

Programming Funds applications must be submitted by one of __________ specific deadlines.

Operating Funds are issued __________, but Programming Funds are issued by __________ and only after an audit has been submitted.

Operating Funds audits are due by __________. Programming Funds audits are due within __________ days of the program.
Campus Resources

Key campus resources that will be useful for my student organization this year include:

•

•

•

•

Questions that are still unanswered include:

•

•

•

•

To register for the in-person president training session, visit activities.osu.edu/involvement/student_organizations/training

For more information, contact csis@osu.edu