

STUDENT ORGANIZATION OFFICER TRAINING

Online President Training | Notes and Questions

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:*
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- *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:

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- (non-student role)

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

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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:

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Questions that are still unanswered include:

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

For more information, contact csls@osu.edu