

# STUDENT ORGANIZATION

# ROADMAP *to* SUCCESS

## REGISTRATION

1. Fill out the online [New Organization Interest Form](#)
2. Attend Student Organization Office Hours for your organization's "[New Organization Welcome \(NOW\) Meeting](#)".
3. Review Student Activities. [Student Organizations website](#).
4. Review online [resources](#).
5. Attend **President's training**: Sign up [here](#).
6. Complete [online registration requirements](#) during your registration window.
7. Encourage advisor and treasurer to [sign up for](#) and attend training.
8. Ensure **advisor approvals** are entered online during registration window.
9. Communicate with organization members the goals that have been set to ensure all members are aware and engaged in achieving the same goals.

## CONTINUOUS (ALL YEAR)

1. **Manage conflicts when they occur**
2. **Marketing and Recruitment**
  - A. Utilize Student Life's [graphic designers](#), [videographers or photographers](#) by placing a request for services.
  - B. Utilize [website hosting](#) to promote your organization.

- C. Check registration dates for [involvement fairs](#).
- D. Recruiting year-round, not just once a year.
  - i. Utilize [operating funds](#) to order supplies (binders, t-shirts, operational supplies)
  - ii. Submit a request for outdoor event space, [BEN](#) or [Ohio Union Credenza](#) to network with other students
- E. Visit the [Keith B. Key Center for Student Leadership and Service](#) and the [Resource Room](#).
  - i. Spend your line of credit purchasing materials to market your organization
- D. [Fundraise](#) for your student organization with local businesses and opportunities around campus.

### 3. **Member Development and Retention**

- A. Focus on member development and retention to encourage students to immediately engage in the organization.
  - i. Create a plan for team building within the organization
  - ii. Develop committees with responsibilities
  - iii. Create a mentor system between newer and returning members
  - iv. Plan a **leadership retreat** – utilize [Student Leadership Advocates](#) to help!
  - v. Apply for an Ohio State leadership retreat at no cost to you
    1. [LeaderShape](#)
    2. [Annual Conference](#) on Leadership and Civic Engagement



- B. Create a mailing list to communicate with organization members.
- C. Submit announcements about your organization to the [Student Organization Insider](#) and encourage your members to subscribe.
- D. Utilize your [operating funds](#) to purchase [promotional items](#) for your organization.
- E. Schedule a recurring meeting with your advisor to maintain communication.
- F. Consider participating in a [service activity](#) through the **Keith B. Key Center for Student Leadership and Service** in the Ohio Union.

#### 4. Events

- A. Plan programs in advance to use programming funds.
  - i. Utilize the [Ohio Union events](#) staff to assist you in the planning and reservations process
- B. Submit an advertisement (one paragraph) to the Student Organization Insider Newsletter by emailing [CSLS@osu.edu](mailto:CSLS@osu.edu).
- C. Apply for a [Coca-Cola Beverage Donation](#) for beverages at your event.
- D. Reach out to other student organizations similar to yours to collaborate and plan an event together by utilizing the [Student Organization Directory](#).
- E. Advertise your event by placing advertisements on [digital screens](#).
- F. Add your event to the Student Life events calendar by [emailing](#) your event details.

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## CARRYING LEADERSHIP FORWARD

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1. Encourage members to consider leadership positions within the organization.
2. Hold a **leader transition retreat**.
  - a. Apply for the [Coca-Cola Leadership Retreat](#) package
3. Assist new officers and advisor to sign up for a bank account and move old leaders.
4. Make excellent records of leadership for future organizational leader transitions.
5. Apply for [Leadership Awards](#) for outstanding organizational leadership, collaboration and commitment.
6. Update [management system](#) leaders upon transition.

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## OTHER HELPFUL RESOURCES

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- Using university [Trademark and Licensing](#)
- [Traffic and Transportation Management](#): Rent transportation for your organization
- [Swank](#): Purchase rights to show movies at your event
- [UniPrint](#): Printing large posters or signs on campus
- [Archives](#): help to make your organization a part of Ohio State's history
- [Hazing](#) and [alternatives to hazing](#)
- [Alcohol Policy](#)
- [Open Doors Training](#)
- [BART](#) (Bias Assessment Response Team)
- [Suicide Prevention](#)
- [Sexual Civility and Empowerment Program](#)