

Student Organization Care Package

A collection of resources and support for student organization leaders brought to you by:

**S T U D E N T
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THE OHIO STATE UNIVERSITY | OFFICE OF STUDENT LIFE
STUDENT ACTIVITIES

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A Letter from the Student Org Success Coaches

Hello!

We are so glad to have you in the student org community and are incredibly excited to witness how this group will grow and thrive with your leadership.

There are many things that are likely on your mind right now as you contemplate your next steps and pave the way for your organization to have a lasting, impactful future at Ohio State. To help you build momentum and organize your thoughts, our team has compiled this Student Org Care Package, which includes key information about resources and opportunities you can take advantage of, along with some proposed action items. Our hope is that you feel supported and have what you need in order to have a meaningful and positive experience in your role, as well as contribute to your organization's success story.

As Student Organization Success Coaches, we will come with you on your student org leadership journey to support you along the way in creating and achieving your goals. You can reach out to our team at any time, should you need information about accessing resources, a brainstorming partner to think through opportunities and next steps, or just a listening ear as you navigate your role.

Let us know how we can help you or if you have any questions on the contents of this Care Package. Best of luck to you and your team!

The Student Org Success Coaches
csls@osu.edu | go.osu.edu/sosco

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Tips for an Org Leader

Being a student org leader is a very exciting process, but it can be stressful as you figure out what to focus on. Here are five foundational considerations as you get organized and settled into your role.

Complete the Annual Registration Requirements:

One of the most important things to check as you begin your role is your organization's registration status. [Annual registration](#) is how your organization will stay in good standing with the university and maintain its 'Active' status. Your organization's Active status is your key to accessing available resources. Review the annual requirements with the [registration checklist](#) and check your organization's completion by logging into the [Student Org Management System](#) and clicking 'View Org Information.'

The autumn registration window is open from August 15 to October 30 and the spring registration window is open from February 1 to April 15. Make sure you know which registration window your organization has chosen. If you are starting a new organization, you should also know that if you begin registering your organization within 60 days of the registration deadline, you instead have a deadline of 60 days from the time you started the registration process.

Learn how to navigate the Student Org Management System with [an instructional video for Presidents](#).

Organize your Leadership Team:

As a student leader, being a go-getter is in your nature. It's normal to feel eager and willing to take on many tasks and projects related to managing your organization. That said, you can be proud of and involved in all areas of the organization's success while being an effective team leader. Inspire and nurture a shared vision within your team that reinforces the importance of each role and establishes a productive and healthy team dynamic. Early conversations to have as a leadership team are:

- *What will our communication and check-in process be?*
- *What are each of our [strengths](#) and how will we bring those to our team while challenging our growth areas?*

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- *How will we know when someone needs help?*
- *How are we each going to document our responsibilities, important factors, and tips to prepare for the future [leadership transition process](#)?*
- *How are we each going to be visible and accessible to our general members?*

Develop the Membership Experience:

Reflecting on your organization's [purpose](#), determine how you are going to convey that purpose to members and potential members, including how they are an integral part of supporting that purpose. Lay the groundwork for [onboarding members](#) and plan for what you want their experience to be. Be clear about your organization's goals and how your members will engage with each other and grow within your organization.

Prioritize fostering connections among new and existing members, including your leadership team! [Relationships](#) are one of the most important pieces of a great member experience. Consider how you are going to recognize the accomplishments and dedication of your members, as well as how you will eventually offboard them from the organization in a meaningful way.

Prioritize Wellness:

Being a leader of an organization can become stressful, so it's important to stay focused on your wellbeing. For your leadership team, delegating tasks and sharing in each other's work can help prevent you from getting fatigued and overwhelmed, and boundaries are imperative when leading a student organization.

Check in with your members, stay informed on how they may be impacted by current events, and provide opportunities for them to feel heard. Be familiar with [university resources](#) that can support individual wellbeing and refer them to your members. Overall organizational health should be a part of this effort too. The [Success Framework](#) will help you understand the wellbeing of your organization at-large.

Ask For Help:

The final thing to keep in mind is the team of [Student Organization Success Coaches](#) that are available to you. Coaches are trained to help you find and interpret resources, brainstorm ideas, or answer questions about anything relating to your student

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organization's success. Brand new organizations will be assigned a Coach, but if you're not a new organization you can [request support from a Coach](#) at any time.

Reach out to csls@osu.edu to get in touch with the Student Org Team. We can help answer questions, share resources, and offer general support for you and your organization.

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Putting Words to Action

Now what?

After reading the five tips, it's important to consider how they apply to your unique situation. Complete the following checklist to review your organization's foundation.

Check your organization's registration status.

Log into the [Student Org Management System](#) and identify your status by clicking "View Org Information." If your status is Pending or Inactive, your organization needs to complete the registration process.

Schedule a meeting with your leadership team.

It's always a good time to evaluate your organization and review your goals. Ensure your team has answers to each of the questions listed under "Organize Your Leadership Team" to reinforce your team dynamic.

Practice describing your organization's member experience with a friend.

A potential member should be able to get a full and convincing picture of the opportunity to join your organization in one interaction. You'll need this skill for the Student Involvement Fair and other recruitment activities!

Implement a wellness moment at your next general membership meeting.

Take 5-10 minutes at the beginning or end of your next meeting to do an activity, start a conversation, or share information about a resource that supports wellbeing.

Check out the Coach webpage.

Familiarize yourself with navigating the resources and services available to you, so you will be able to get help quickly when you need it in the future.

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Student Org Calendar and Important Dates

Fixed Annual Timeline – Registration and Funding Dates

These dates will remain consistent from year to year and are strictly followed.

Autumn Semester

July 1

Operating Funds requests for the year can be submitted starting on this date through

April 1

Deadline for Programming Funds requests for events dated August 16 – October 15

August 15

Autumn registration window opens

September 1

Deadline for Programming Funds requests for events dated October 16 – December 31

October 30

Autumn registration window closes for autumn window organizations to maintain Active status

November 1

Deadline for Programming funds requests for events dated January 1 – March 15

Spring Semester

February 1

Deadline for Programming Funds requests for dates March 16 – May 31

February 1

Spring registration window opens

April 1

Deadline for Operating Funds requests

April 15

Spring registration window deadline for spring window organizations to maintain Active status

Deadline for Programming Funds requests for dates June 1 – August 15

May 1

Operating Funds audits due

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Dates Variable – Annual Opportunities

These opportunities vary in their dates but occur around the same time each year.

Autumn Semester

[Student Involvement Fair](#) held the Sunday before class begins during Welcome Week

[President, Treasurer, and Advisor Training](#) sessions offered August 15-October 30

[OUAB Collaborative Events Application](#) available early autumn

[Student Org Essentials](#) available throughout the semester

[LEAD Series Workshops](#) available throughout the semester

[Student Org Advisor Roundtable](#) available throughout the semester

[Leadership Week](#) held annually in October

[KBK Open House](#) held annually in October

[Student Involvement Fair](#) registration for the spring fair opens late autumn

Spring Semester

[Student Involvement Fair](#) held the second Thursday of spring semester

[Student Organization Success Coach Applications](#) available December-February

[Student Life Leadership Awards Applications](#) available January-February

[President, Treasurer, and Advisor Training](#) sessions available February 1-April 15

[Student Org Essentials](#) available throughout the semester

[LEAD Series Workshops](#) available throughout the semester

[Student Org Advisor Roundtable](#) available throughout the semester

[KBK Office/Locker Application](#) available March-April

[Student Involvement Fair](#) registration for the autumn fair opens late spring

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Putting Words to Action

Now what?

After reviewing the upcoming deadlines and opportunities, complete the following checklist to ensure you are prepared for the future.

Set reminders for key dates.

Note your registration window open and close dates on your calendar. Set a reminder to communicate the registration process and expectations to your successor if you will have a leadership transition.

Remind your treasurer of the funding deadlines.

Review the funding application process and deadlines and set aside time to work through the applications together.

Explore one of the upcoming opportunities this semester.

From the list of program hyperlinks, select at least one thing to engage in this semester.

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Use Your Student Org Resources

University resources will be instrumental to you and your leadership team as you get the groundwork laid for a successful, sustainable future. Accessing the right resources can quickly make a significant difference in propelling the organization forward. This guide will highlight a collection of available resources that [Student Organization Success Coaches](#) recommend to student org leaders.

A couple quick notes:

- This guide is not an exhaustive list and there are far more resources out there that are available to you. In fact, there are so many that we find it helpful to identify resources that are first to come to mind when a new leader is needing support. Refer to the full [Student Org Success Framework](#) and the [Resources webpage](#) for a more complete list and links to more resources.
- If your organization is working on [registration](#) and is in **Pending status**, resources are still available to you during this time! If you miss the registration deadline and become Inactive, you will not be able to access most resources until you achieve Active status.
- This guide is overseen by the **Student Organization Success Coaches**. All new organizations are automatically assigned a Coach after the New Org Welcome Meeting. A Coach can talk you through using any of the resources below as well as develop an action plan for success. If you no longer have that contact or it's been more than a year since your New Org Welcome Meeting, you can reconnect with our team anytime by [scheduling an appointment](#) or emailing csls@osu.edu.

Constitution & Org Governance:

The constitution and guiding documents should fully describe the operations and purpose of your organization and should be referred to frequently.

- [Sample Constitution](#): You can use this document as inspiration for your organization's constitution.

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- [Constitution Review](#): One of our team members can look at your constitution and provide feedback. Request this service from Student Organization Success Coaches.
- [Your Advisor](#): All student organizations must have an Advisor, but these individuals are often underutilized. Developing a positive working relationship with your Advisor early on is in your organization's best interest. Future leaders will thank you! Ask your Advisor for support on risk reduction, interpreting university policies, networking, leadership transitions, amending the constitution, and leadership advice.

Funding:

Strategically plan for your need and use of funds each year. Most organizations with regular expenses utilize a combination of dues, fundraising, and university support.

- [Tips for Treasurers](#): Student organizations are not legal entities of the university, which means your organization is financially independent. This webpage provides some context for setting up the basics such as an EIN/bank account and the prep work needed to apply for CSA Funds.
- [Operating Funds](#): Provided by CSA, these funds are intended to help your organization cover some expenses necessary to maintain your organization throughout the year. The Treasurer is the only individual who can [submit this request](#) in the [Student Org Management System](#). Apply for up to \$200 on a rolling basis July 1-April 1 annually.
 - A [Student Organization Success Coach](#) can walk you through the process and provide feedback on your application.
- [Programming Funds](#): Provided by CSA, these funds are intended for on-campus events that your organization hosts which are open to all OSU students. The Treasurer is the only individual who can [submit this request](#) in the [Student Org Management System](#). [Based on your status](#), you are eligible for up to \$2,000 or \$3,000 per year and must apply by specific deadlines throughout the year based on the date of your event.
 - A [Student Organization Success Coach](#) can walk you through the process and provide feedback on your application.

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- [Resource Room Funds](#): Annually after registration, your organization will reset to \$250 credit to use in the Resource Room each year. You can check your balance in the [Student Org Management System](#) by clicking “View Org Information.”
- [Student Governments](#): Depending on who your members primarily are, your organization will be supported by one of three student government councils – Undergraduate Student Government, Inter-Professional Council, or Council of Graduate Students. Each of these three have different opportunities. You may be able to apply for a grant, or you may seek out a collaboration, depending on your goal.
- [Fundraising Resources](#): Fundraising can be a crucial part of an organization’s work, whether that be for philanthropic purposes or to fund operations and member development. Before fundraising, determine your financial goals. Tap into university-sponsored fundraising platforms for an extra boost to your efforts.

Getting Your Name Out There:

Establishing your presence in the campus and greater community is important to supporting and bringing awareness to your org’s purpose, as well as ensuring you have a strong membership base.

- [Student Life Marketing Services](#): Few organization leaders realize the power of this free resource! Submit a request for services such as a logo design, t-shirt design, flyer design, photography, videography, digital advertisement on campus, and more. Expect at least a 4-week turnaround time before seeing proofs.
- [Website](#): Your organization may request a university-sponsored website (<http://org.osu.edu>). The President can make this request in the [Student Org Management System](#) under Web Hosting.
- [Email/ListServ](#): Your organization may request an @osu.edu email address and email listserv. Your Advisor needs to be the owner of any accounts and can request this service on your behalf from OCIO.
- [Student Involvement Fairs](#): Your organization should be sure to sign up to attend the involvement fair every fall and spring semester. It’s a great way to meet potential members and spread the word about your organization. Student Organization Success Coaches plan these events each year.

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- [Student Organization Directory](#): Be stronger together. Search for and connect with other student organizations to host a program, joint meeting, or develop a membership pipeline. Forming relationships with other organizations can be one of the best ways to solidify your place in our student org community.
- [Programs and Space Requests](#): Student organizations receive discounted space in many campus facilities. Different facilities have specific processes to request space as well as what is permitted. Become familiar with the spaces your org uses most often.

Leadership & Member Development:

It's important that you provide educational and thought-provoking experiences for your members and leadership team, as well as pursue them yourself.

- [Student Leadership Advocates](#): SLA is a group of trained leadership facilitators and is a fantastic resource to use when looking to develop team cohesion and leadership skills. Organizations may request free workshops and retreats that cover a wide variety of topics such as personality/strengths inventories, identifying your values and personal branding, teambuilding and trust, networking, public speaking, and much more. You can also ask for customized workshops and retreat assistance.
- [Leadership Education Needs Assessment](#): Take this quick survey as a leadership team to learn more about each other's leadership strengths and growth areas. This is a great exercise to do as you are forming your individual roles and responsibilities as a team.
- [DICE Certification](#): Enhance your understanding of multifaceted, intersectional experiences through this flexible series of opportunities.
- [Buck-Identity Workshops](#): The Multicultural Center offers a wide variety of educational experiences you can schedule for your team. Some recommended options for student orgs are: *Fostering Inclusive Organizations and Spaces* and *Why Don't You Understand Me?*
- [Leadership Week](#): Held annually in October, this week-long program series offers many opportunities to learn more about yourself and gain some new skills regardless of where you are at in your leadership journey.

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Wellness:

The experience for yourself, leadership team, and members in your organization should be a positive one. Never lose sight of wellness in your organizational and personal goals.

- [Wellness Coaching](#): Leading an organization can be stressful. Knowing where you can turn for help will be valuable as you navigate challenges. Learn more about your personal limits, setting boundaries, and managing stress through Wellness Coaching.
- [Student Org Programs](#): There are many programs throughout the year that the Student Org Team hosts, including Student Org Essentials, which is a program series that provides a space to talk about essential elements of org success. Stay aware of upcoming programs so you can take advantage of the opportunity to connect with other org leaders, share your experience, and benefit from the collective experience of others.
- [Student Org Success Framework](#): This tool outlines what organizational wellness looks like, broken down into Member Development, Org Operations, and Community Engagement.

Curious about what else is out there or how to use these resources?

- [Book an appointment](#) anytime with a Student Organization Success Coach.
- Check out the [Resource Menu](#) that has numerous operating and framework resources for organizations to use.
- Email our team at csls@osu.edu.

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Putting Words to Action

Now what?

After reviewing the list of recommended resources, complete the following checklist to prepare before determining which resources to use.

Take a breath.

Don't let yourself get overwhelmed with the number of possible resources to explore. Your Coach can help you select which ones are appropriate for your next steps. You can always come back to the list later.

Locate your constitution.

All organizations post their constitutions in the [Student Org Management System](#). Check the last time your constitution was updated. Schedule a time with your leadership team to do an annual review of the constitution before your next leadership transition.

Reconnect with your advisor.

If you haven't had a conversation with your advisor in over a semester, it's time to rekindle that relationship by setting a time to talk about your organization's goals, financial status, transition process, and general updates.

Reflect on your goals.

Keep your personal goals in focus. What leadership development opportunities are you going to look into this semester? How is your current role contributing to your larger big picture goals?

Reflect on your organization's goals.

Before selecting any resources, have a fully formed set of goals for your organization, THEN find the resource that supports your goals. Reach out to a Coach if you'd like help developing some organizational goals.

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Virtual Engagement Reflection

Use the following questions as a leadership team to evaluate your organization and brainstorm opportunities to enhance virtual operations and member experience.

Consider the [Student Organization Success Framework](#) as you form plans for the year. Reach out to the [Student Org Success Coaches](#) for help translating ideas into action items.

Basic Operations

- What are our core essential elements as an organization? What, if removed, dramatically changes our organization's ability to operate as-is? Think: purpose, key stakeholders, etc.
- Which of these essential elements easily shifts to a virtual environment? For those that don't, how do we get to the same result to maintain this essential part of our organization while using a different approach?
- For things we already do virtually, where is room for improvement? How will we keep doing those things well?
- What aspects of our leadership roles easily shift to a hybrid or virtual format? What pieces need further troubleshooting?
- What is our financial status, and how do we need to change use of funds or anticipate fundraising efforts to maintain our core needs?
- What does our constitution say about amendments? How quickly can we expect to make changes to the constitution for operation shifts if needed?
- What is the current status of communication with our members? What channels are we using to stay connected to the outside world and each other?

Member Experience

- How has retention been impacted by our digital shifts? Why?
- Are we ready to onboard new members? What do we need to do to get ready?
- What will the experience of a new member be in our virtual environment?
- What are our membership goals? Why that number?
- Do we need to adapt recruitment efforts?
- What ways can we as a leadership team connect with members? For example: Reach out to members individually to schedule 1:1s.

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- How are members connecting with each other, and what is our role in facilitating those connections? For example: Small group meet-ups; Zoom dinners, etc.
- How are we assessing the feelings and attitudes of our members through these changes? 1:1s, Microsoft Form, group share-outs
- How are we using the information we gather about how our members feel?
- Why might we need to prioritize member experience as we increase virtual operations?

Looking Ahead

- Which of our goals for the year are we maintaining as we make virtual shifts? Which may not be as feasible right now?
- How do we shift our team's priorities to stay stable? For example: Adapt a role to accommodate increase in digital communication efforts.
- What opportunities are there for us to do things differently? What new things will we try?
- What university resources will be helpful to us?
- What new connections should we seek? For example: Find an aligning organization to collaborate on a meeting or event.
- How are we going to support each other as a team? As an organization?
- What other conversations do we need to have as a team?

Together As Buckeyes

[Schedule an appointment](#) with a Student Organization Success Coach to talk through your team's discussion and develop an action plan based on this reflection.

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Virtual Operations

As our day-to-day lives become more driven by virtual connection and dependent upon technology, student organizations are evolving by being responsive and innovative in the way they engage their members and operate their organization. The following list describes some ideas to consider as you work on becoming a stronger organization during an age of virtual engagement.

To create a robust plan and customized approach for your organization to implement change, [schedule an appointment](#) with a Student Organization Success Coach.

Member Engagement/Inclusion:

- [Digital Icebreakers and Teambuilders](#) for fostering connections at meetings
- [Suggestions and techniques](#) for online programs via Zoom
- [Caption Guidelines](#) to ensure accessibility for online programs
- [120 Virtual Engagement Strategies](#)
- [How to Create Virtual Engagement](#)

Member Recruitment:

- [Digital Outreach Techniques](#) for starting conversations with potential members
- [Hashtags & Social Media Directory](#) to leverage the university's social network
- [Student Life Marketing Services](#) for developing a strong recruitment campaign

Community Engagement:

- [Social Change Wheel](#) for brainstorming other, creative ways to make an impact
- [Socially Distant Service](#) for opportunities to serve from afar
- [Digital Spirit](#) for downloading Ohio State Zoom backgrounds

Operational Efficiency

- [Tech Tutoring](#) for learning digital methods for building a webpage, making a video, sharing files, building a presentation, using various tools, and more.
- [Online Learning Center](#) for university-provided information on tools.

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Putting Words to Action

Now what?

After reading through reflection questions, opportunities, and ideas to increase virtual engagement, complete the following checklist.

Get a temperature check.

Before making any sweeping changes to the organization's operations, collect insight from your key individuals: your leadership team, advisor, and general members. It's important to be inclusive and transparent in your decision-making. Do the prep work to assess your current state.

Collect input.

Select three questions from each section of the Virtual Engagement Reflection. Provide them to your leadership team members in advance of your next meeting, so they have time to prepare their thoughts and ideas.

Inspire buy-in.

As you make changes, be prepared for questions and possibly even push-back as people try to navigate making sense of our recently amplified virtual world. Identify how these changes benefit the organization and be ready to communicate that to current and potential members.

Try a new method of connecting.

At an upcoming meeting, make it a priority to introduce a new opportunity for members to engage. Maybe that is an off-the-clock social activity, a unique team-builder during the meeting, launching a social media challenge, or using a new tech tool.

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Questions to Ask Your Coach

Navigating all that comes with leading a student organization can be tricky, but your [Student Organization Success Coach](#) is here to help you. Anything from where to locate information within the [Student Org Management System](#) website to bigger questions, like how your org could operate more smoothly, can all be directed to your Coach. Not sure where to start? Here are *just a few* ideas for questions that you can ask your coach, organized by the three main pillars of the [Student Organization Success Framework](#):

Member Development

- How can I promote wellness among my members and officers?*
- What leadership development opportunities does OSU offer to student orgs?*
- How can we help our members feel more connected?*
- Do you have ideas for team activities at meetings?*

Organization Operations

- Do you have recommendations for operating virtually?*
- Can you show me how to use the Student Org Management System?*
- How can we operate in a way that better aligns with our purpose and goals?*
- Can you offer feedback on our constitution?*
- How can I run officer/member meetings as efficiently as possible?*
- How can we recruit new members?*
- How can we keep members engaged in our club?*
- What are some ways we can secure funding for events?*
- Can you help us reconnect with our advisor?*
- How can we ensure that our leadership transitions are as smooth as possible?*
- How can we more inclusive of OSU's student body?*

Community Engagement

- What resources does OSU offer to connect us to the Columbus community?*
- How can we reflect more intentionally about our impact on the community as a student org?*
- Do you have ideas for who I can connect with to reach _____ goal?*
- How can we introduce service into our organization?*
- What events are coming up that my organization could get involved in?*

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Contacts

Student Org Team: All student organizations report through the Student Org Team of Student Activities.

Jen Pelletier, Johnnie Jordan, and Brooke Olson serve on the team as staff.

Email csls@osu.edu for questions about:

- General student org support / Q&A
- Registration, including trainings and org statuses
- The [Student Org Management System](#)
- Programs such as Student Org Essentials and Student Involvement Fairs
- Student Activities functional areas and offerings in leadership and service
- [Submitting an announcement](#) to the Student Org Insider newsletter

Email sl-resourceroom@osu.edu or call 614-292-8763 for questions about:

- [Resource Room](#) services and hours
- Room reservations in the KBK Center
- KBK Center office and locker tenants

Student Organization Success Coaches are trained student consultants.

[Book an appointment](#) with a Coach for support on:

- Planning and problem-solving
- Member development, org operations, or community engagement
- Resource referral and how-to

CSA Funding:

Email CSAfunding@osu.edu with questions about your funding application or audit.

Common University Contacts:

- Space Reservations (Ohio Union, Outdoors, Classrooms):
ohiounionevents@osu.edu
- Student Life Marketing Requests: go.osu.edu/SLMarketingRequest
- Student Leadership Advocates: go.osu.edu/SLAWorkshops

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Big Picture: Putting Words to Action

Now what?

Focus on the Framework

The Student Organization Success Framework is the guiding backbone that we use to form organizational goals.

To ensure that you are moving forward with intention and have goals to focus on as you pursue opportunities and use university resources, review the 19 success outcomes of the [Student Organization Success Framework](#). Select up to three for this year that your team will focus on as [SMART Goals](#).

List your selected outcomes below, and articulate your goals associated with them:

1. **Outcome:** _____

I chose this outcome because my organization is going to

2. **Outcome:** _____

I chose this outcome because my organization is going to

3. **Outcome:** _____

I chose this outcome because my organization is going to
