

Student Organization Funding Guidelines at The Ohio State University

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Foundational Principles

Role and Purpose of Student Organizations

A student organization is an association of Ohio State students created for an educational purpose that supports the vision and goals of the University. The Ohio State University has traditionally held that one of the most viable ways for our students to engage in university life is to become involved with student organizations.

Student Organizations:

- Provide opportunities for academic discourse, personal growth, leadership development, intercultural understanding, community service, life skills, and lasting friendships.
- Support the University's vision and goals, consistent with our land-grant mission and motto *disciplina in civitatem* (education for citizenship), by contributing toward an effective learning environment that prepares our students to live in a multi-cultural society and work in a global community.
- Produce more engaged students which [research suggests](#) tend to perform better academically, are more likely to graduate, and are rated as more hireable by employers than non-involved peers.

Core Tenets of the Guidelines

As a Committee of the University Senate, the Council on Student Affairs (CSA) serves as the primary link between students, the faculty, and the administration. One of CSA's primary responsibilities is serving as a steward of the Columbus Campus Student Activity Fee. The funds generated by the Student Activity Fee, recommended by CSA and approved by the Board of Trustees, are University funds and are subject to the applicable rules governing public funds. Accordingly, CSA must ensure that these resources are used in a manner consistent with the mission of the University. To do this, CSA has created policies, articulated as Student Organization Guidelines, for registration and funding allocation that seek to manage limited resources such that they have the greatest impact on the Ohio State student body and are fairly distributed. These policies promote the role and purpose of student organizations and are grounded by the following core tenets:

1. **Student-Led** – Student organizations are initiated, led, and developed by students; their programs and activities are organized and implemented by students.
2. **Inclusive** – All Columbus campus students at Ohio State should have the opportunity to become involved in a student organization and participate as a

student organization leader. Membership and activities must be open and welcoming without respect to a specified protected class status in alignment with Federal and State law.

3. **Unique and Purpose-Driven** – Student organizations should be distinctly defined by a purpose which is unique from any other student organization.
4. **Ethical Standards** – Student organizations should reflect the highest ethical, moral, and democratic ideals.
5. **Skill Development** – Student organizations should positively contribute to individual development, including but not limited to leadership, interpersonal, and life success skills in all members.
6. **Community and Collaboration** – Student organizations should positively influence campus culture, encourage interaction across different individuals, and build meaningful relationships among students, faculty, and staff.
7. **Responsible Use of Resources** – University resources must be used practically, efficiently, and for the benefit of the student body – not private gain. Faculty and staff may encourage use (e.g., funding, space), but decisions and active use of resources shall be led by students. Resources under CSA jurisdiction should be used primarily by students and to lesser extent other individuals associated with the University such as faculty, staff, alumni, and student family members. Allocated University funds should promote the educational, research, and outreach mission of the University.
8. **Financial and Legal Accountability** – Student organizations are not legal entities of The Ohio State University and the University assumes no responsibility for the actions of student organizations. Student organizations should be operationally and financially self-supporting. Student organizations are independently responsible for financial commitments and accrual of debt, contractual agreements, and other obligations to external non-University affiliates and internal to the University. Unpaid debts to the University can result in revocation of registered status and University-provided resources.

These Guidelines will be interpreted and applied in adherence with all applicable laws and are applied only to Columbus Campus student organizations. Student eligibility criteria apply to Columbus Campus enrollment, and accommodates exemptions dictated by Federal and State law including Title IX and [section 3345.023](#) of the Ohio Revised Code.

Student Organization Funding

To be recognized as a registered student organization and receive University resources and support, a student organization must complete the annual registration process. CSA maintains a partnership with the Office of Student Life to implement and facilitate the registration process which is managed directly by Ohio Union and Student Activities. More information about student organization registration requirements can be found in the CSA Registration Guidelines.

Student Activity Fee Beneficiaries

With a limited amount of funds generated by the Student Activity Fee, CSA has implemented policies that seek to maximize the impact these funds have on the campus community.

To this end, funds generated by the Student Activity Fee were divided into several funding lines when the three student governments agreed on the Fee. The beneficiaries are as follows:

- Ohio Union Activities Board (OUAB)
- Discount Ticket Program (D-Tix)
- Student Organization Operating and Programming Funds
- Buck-I-Serv
- Pay It Forward
- Undergraduate Student Government (USG)
- Council of Graduate Students (CGS)
- Inter-Professional Council (IPC)
- Student Life Staffing
- Ohio Union Resource Room
- Graphics/Video
- Signature Funding

For a comprehensive review of the Student Activity Fee's purpose, distribution, and use, please view the most recent [Student Activity Fee Report](#).

Student Organization Funding Requirements

To receive funding from the Student Activity Fee or any university entity, student organizations must adhere to the following requirements:

- Have a federal EIN or tax ID number.

- This unique ID cannot be used for more than one registered student organization.
- Treasurers are recommended to maintain a copy of the EIN Letter on file in the Student Organization Management System.
- Have an accurate and active Payee Setup Form on file in the Student Organization Management System.
- Maintain an independent non-university bank account.
 - It is recommended that President and Treasurer act as signatories. Student organizations can bank with any institution of their choice.
 - Under no circumstances may university-provided funds intended for student organizations be placed in personal bank accounts.
 - If a student organization partners with a University department to assist with approved purchases funded by CSA, CSA may issue a direct payment to a University department in lieu of a check to the student organization.
- The student organization must be in good financial standing. Student organizations not in good financial standing will be made inactive (see Inactive – Fiscal/Conduct status in the CSA Registration Guidelines).
 - Good financial standing is defined as:
 - No outstanding, unresolved Programming or Operating Funds audits from the previous or current fiscal year on file with the Ohio Union and Student Activities business office, as applicable.
 - No outstanding debt as reported by other University departments or funding organizations/boards.
- Student organizations are obligated to follow any expectations set by the Ohio Union and Student Activities business office and other University fiscal administrators regarding payment procedures (e.g., Payee Setup Form return, picking up checks in a timely manner, prompt communication). CSA is not obligated to permit prolonged payment timelines or reissued payments due to a student organization’s delays or failures to follow payment expectations.
- Sound, ethical fiscal management and prompt payment of debts incurred, including maintaining fiscal records that may include:
 - Checkbook
 - Check stubs or copies of all checks
 - Consolidated receipt/disbursement book
 - Paid bills and invoices for all purchases
 - Copies of receipts issued for all cash payments

- Other documents, reports, receipts, photographs, etc. that the organization deems important
- Financial statements
- Budgets

Prohibited Expenditures

No Student Activity Fee funds may be used for the following:

- **Profit Generation:** Programs where the student organization or individual student(s) profit. Profit can be considered made when revenue generated by a program and funding received from CSA and other funding sources exceeds the program's total cost.
 - Any revenue from a ticketed program (including ticket sales, entry fees, participant fees, and sponsorships) must be put towards the cost of the program or donated to a 501(c)(3) non-profit. Student organizations classified as a 501(c)(3) may not retain or receive proceeds from any program or event funded by the Student Activity Fee.
- **Items Prohibited by Law and University Policy:** This includes but is not limited to alcohol, firearms, fireworks, tobacco and illegal substances, lottery tickets, and contractually prohibited products.
- **Products Competing with Coca-Cola:** The University has entered into a binding contract with the Coca-Cola Company for exclusive beverage-selling rights on Ohio State property. Therefore, beverages that compete with Coca-Cola products may not be purchased with Student Activity Fee funds.
 - Student organizations may submit a request via the [Coca-Cola Beverage Donation Program](#) to receive free Coca-Cola beverages at their program
 - Acceptable Coca-Cola brands (with associated Diet/Zero/Flavored varieties) can be found on the Coca-Cola [website](#).

No Student Activity Fee Operating or Programming Funds may be used for the following:

- **Donations:** Direct monetary donations to individuals or charitable organizations as well as the purchase of items to be directly donated to individuals or charitable organizations. This excludes materials or supplies used to create a new product for donation during a program (e.g., fabric to make blankets, wood to make a bird house), which are fundable.
- **Payments to Ohio State Students:** Fees paid to Ohio State students for their services including but not limited to photography, videography, dancing, and speeches.

- **Payments to/on behalf of individuals:** Fees paid for services or expenditures that are designed for the personal gain of individuals, except for any purposes specified as fundable under Operating or Programming Funds. This includes, but is not limited to, salaries, monetary awards, fees, loans, stipends, fellowships, scholarships, subscriptions, local state, national, and international organization dues in the name of individuals, personal phone charges, printing of resumes, and duplication of course materials.
- **Payments to Student Organizations:** Fees paid to other registered student organizations including but not limited to performances or speakers at programs and events.
- **Financial Contributions to Other Organizations:** Requests for funding on behalf of another student organization, University department, or entity where collaboration/co-sponsorship is not evident. Collaboration/co-sponsorship is more than just a financial subsidy and should entail a partnership in resources and planning between student organizations, University departments, and entities. Additional rules on collaboration/co-sponsorship can be found under Programming Funds.
- **Equipment and Software:** Costs associated with purchasing equipment or software for the student organization. Equipment is defined as objects that have a useful life of more than one year. This includes but is not limited to appliances, electronic devices, sporting equipment, Canva subscriptions, website hosting, etc.
- **Items with an Open Flame:** Due to safety and risk management concerns, items with an open flame are not fundable. This includes but is not limited to candles, model rockets, etc.

Operating and Programming Funds Overview and Timeline

Annual funding begins on June 1 and ends on May 31 each year.

Operating Funds are awarded on a rolling, first-come-first-serve basis until funds are exhausted. The CSA Fiscal Coordinator will evaluate Operating Fund requests and notify student organizations of their decision via the Student Organization Management System and email within 7 days of request submission.

Programming Funds are awarded based on requests received by the request deadline for the funding window corresponding to the proposed program date. The CSA Allocations Committee will evaluate Programming Fund requests and notify student organizations of their decision via the Student Organization Management System and email by the notification deadline for the funding window they are applying in. The CSA Fiscal

Coordinator must be notified prior to any change to the proposed program date by student organizations. Proposed program date changes to another date within the funding window the student organization applied for are fundable. Proposed program date changes to another date outside of the funding window the student organization applied for are not fundable. In this case, the student organization will need to submit a new request for the funding window corresponding to their new proposed program date.

As stated in the CSA Registration Guidelines, Undergraduate Student Government, Council of Graduate Students, Inter-Professional Council, Ohio Union Activities Board, Sport Clubs, Community Councils, and Cohort Programs are not eligible to apply for or receive Operating and Programming Funds.

Changes to the CSA Funding Guidelines will go into effect for the next funding window after they are approved by the CSA Allocations Committee and CSA Full Council. Both the old and new CSA Funding Guidelines will be available on the student organization website until the funding windows using the old CSA Funding Guidelines have ended.

Funding Window	Request Date
Operating	June 1 – May 31

Funding Window	Program Date	Request Deadline	Notification Deadline
Summer Programming	June 1 – August 15	April 1	May 1
Fall 1 Programming	August 16 – October 15	July 1	August 1
Fall 2 Programming	October 16 – December 31	September 1	October 1
Spring 1 Programming	January 1 – March 15	November 1	December 1
Spring 2 Programming	March 16 – May 31	February 1	March 1

Student Activity Fee funds set aside for student organization funding will be divided so that there are funds available for both Operating and Programming Funds. For Programming Funds, Student Activity Fee funds are further divided to ensure that there are funds available for each funding window, and so more funds are available in the funding windows where more requests are traditionally received. Funds not awarded during the Summer, Fall 1, Fall 2, or Spring 1 funding windows will be rolled over into the next funding window.

Operating Funds

Registered and active student organizations may apply for up to \$500/year for operating expenses to help student organizations cover some of these costs. Student organizations

should utilize their Ohio Union Resource Room Line of Credit to help mitigate these expenses.

Operating Funds Expense Categories

When preparing a budget, student organizations should refer to the below list of Operating Funds expense categories to determine what is or is not fundable. See Types of Fundable Programs under Programming Funds for the definition of on-campus for the purposes of the CSA Funding Guidelines.

When submitting a funding request, all unique items must be delineated in separate budget lines. Multiples of the same item may be requested in one line. All items must be placed into an expense category. The CSA Fiscal Coordinator reserves the right to deny funding for unique items not delineated in separate budget lines and to change the expense category of an item if it does not fit the description of the expense category selected by the student organization.

Once approved, student organizations are able to substitute approved budget line items for other items as long as they are substantially similar to what was originally requested. If student organizations are unsure if their potential substitution qualifies, they should contact the CSA Fiscal Coordinator before making the purchase.

Advertising/Promotion/Printing

Material and event costs to promote the student organization and recruit new members	
Fundable Examples	Non-Fundable Examples
Flyers, posters, banners, newsletters, and apparel	Decorations

Competition Fees/Conference Fees/Membership Dues

Costs related to competition fees, conference fees, and paying organizational membership dues for the student organization	
Fundable Examples	Non-Fundable Examples
Competition fees, conference fees, chapter fees, state, regional, and international membership dues	Fees and dues on behalf of individual members

Equipment/OSU-Owned Facility Rental

Charges for renting equipment or using OSU-owned facilities	
Fundable Examples	Non-Fundable Examples
Room rental in an OSU-owned facility, OSU-owned facility deposit for space, tabling, rental of equipment for student organization use	Non-OSU facility rentals, purchasing equipment

Food/Beverage

Food and beverage for member recruitment or marketing events	
<i>Limited to \$250/year. Promotional/marketing and recruitment events must be located on-campus.</i>	
Fundable Examples	Non-Fundable Examples
Food and beverage for member recruitment or marketing events, service/delivery fees, tip up to 20% of food/beverage cost	Food and beverage for general meetings, special or recognition dinners for members of the student organization, meals while traveling, tip above 20% of food/beverage cost

Member Awards/Activities

Non-monetary recognition items for members or costs associated with member engagement events	
<i>Recipients must be currently enrolled Columbus campus Ohio State students. Member engagement events must be located on-campus.</i>	
Fundable Examples	Non-Fundable Examples
Certificates, plaques, stoles, cords, materials for an activity that aligns with the student organization's purpose for a member engagement event	Cash, gift cards, admission tickets, prizes, and other monetary awards

Office Supplies

Basic supplies for annual student organization operations	
Fundable Examples	Non-Fundable Examples
Pens, paper, envelopes, stamps	Office equipment (e.g., printers, phones)

Print Media

Physical educational materials central to the student organization's mission that are accessible to all members	
Fundable Examples	Non-Fundable Examples
Physical books, magazines, sheet music, and journals	eBooks and other digital media

Travel/Transportation

Transportation and lodging costs associated with a membership/leadership retreat in Ohio or a regional/national conference or competition with a purpose aligned with the purpose of the student organization	
Fundable Examples	Non-Fundable Examples
Membership/leadership retreat in Ohio; regional/national conference or competition that aligns with student organization's purpose	Membership/leadership retreat outside of Ohio; regional/national conference or competition that does not align with student organization's purpose

Other

Miscellaneous expenses not listed or prohibited elsewhere	
Fundable Examples	Non-Fundable Examples
Single use napkins, plates, utensils; checkbook, 501(c)(3) and 532B paperwork, monthly checking account fee	Items supporting fundraising efforts, money app fees, penalties, interest, minimum balance needed to maintain bank account, legal fees, items intended for personal gain or profit

Operating Funds Appeal Process

Due to the rolling, first-come-first-serve nature of Operating Funds, there is no appeal process for denied Operating Fund requests. The reason for denial will be located in the Student Organization Management System and in an email notification. Student organizations are encouraged to revise their request based on the reason for denial and submit a new request if they wish.

Operating Funds Audit Process

Reimbursement Operating Funds audits are due 30 days from the date printed on the oldest receipt to be submitted in the audit. Up-front Operating Funds audits are due 30 days from when the check is picked up in the Ohio Union Resource Room. The submitted audit must include a completed CSA Operating Funds Audit Template from the current fiscal year, receipts (original and itemized), and proof of payment. For Travel/Transportation, student organizations must additionally include an itinerary/agenda from the retreat/conference/competition and name.# of members in attendance. Operating Fund reimbursement and up-front checks expire within 120 days and will not be reissued due to check expiration. Failure to submit and/or correctly complete the Operating Funds audit by the appropriate deadline will result in the student organization becoming ineligible for CSA Operating and Programming Funds, losing access to their Ohio Union Resource Room Line of Credit, and not being eligible for Active status until the audit is submitted and completed correctly.

Programming Funds

Registered and active student organizations may apply for Programming Funds to help fund their programs. Active Student Organizations may apply for up to \$3,000/year. Active-Established Student Organizations may apply for up to \$4,500/year. If a student organization changes status throughout the year, the student organization will be evaluated based on their status at the time of the program. If a student organization is in pending status and their program happens in the registration window, they will have 30

days from their program date to become active. If a student organization cannot meet that deadline, they should contact the CSA Fiscal Coordinator to request an extension.

Student organizations may apply for funding for multiple programs throughout the year up to their yearly funding limit. However, a separate funding request must be submitted for each program and for each day of a multiple day program.

Programming Funds are awarded on a reimbursement basis and will only be dispersed after completing the Programming Funds Audit Process detailed below. Instances of prior funding for a program are not a guarantee of future funding. All decisions are subject to the availability of funds. Incomplete or vaguely worded requests will not be approved.

Fundable Programs

Program Definition

For the purposes of Programming Funds, a program is defined as an educational or service/outreach event or activity. Fundable programs must:

- Be open to all Columbus campus Ohio State students.
- Expect at least 50% of attendees to be Columbus campus Ohio State students.
 - Some program types allow for less than 50% of attendees to be Columbus campus Ohio State students and still be eligible for funding. See Types of Fundable Programs below for more information.
- Be held on-campus.
 - See Types of Fundable Programs below for the definition of on-campus for the purposes of the CSA Funding Guidelines.
 - Some program types allow programs to be held off-campus, hybrid, or online and still be eligible for funding. See Types of Fundable Programs below for more information.
 - A program may occur at multiple locations. However, the program locations must all be on-campus or all off-campus. A program may not take place in both an on-campus and off-campus location. All locations must be noted in the student organization's Programming Funds request.
 - Student organizations hosting programs in certain on-campus facilities (e.g., the Ohio Union, Recreation and Physical Activity Center) must include the specific location (e.g., Performance Hall, Instructional Kitchen) where their event is taking place in their Programming Funds request.
 - Student organizations hosting programs outdoors on-campus (e.g., the Oval) must include a space reservation number in their Programming Funds request.

- If an outdoor program moves around campus (e.g., a run around campus), the starting location must be noted in the student organization's Programming Funds request.
 - Programs may not be held in a private residence not generally accessible to the public.
 - Provide developmental and educational outcomes for all participants.
 - These outcomes may be tied to the student organization's purpose statement.
 - Programs requiring a certain skill for participation must provide training beforehand for students who wish to attend or have another way for any student to participate.
 - Spectating is considered a form of participation.
 - For predominantly social programs, the degree and structure of interaction amongst participants will be taken into account when reviewing the request.
 - Be broadly marketed beyond the membership of the sponsoring student organization(s).
 - Programs are not fundable if they are only advertised to a limited constituency. Well-marketed programs to a wide range of students through a variety of mediums including, but not limited to:
 - Student Life Online Calendar
 - Digital Screen marketing in the Ohio Union
 - OnCampus Weekly
 - The Lantern Advertisement
 - Social Media marketing
 - Flyers
 - Email lists
 - Not, as executed, deviate significantly from the program described in the request. The CSA Allocations Committee reserves the right to deny reimbursement of funding for such programs.

Types of Fundable Programs

Each program must be classified by the student organization as one of the following types of programs in their request. The CSA Allocations Committee reserves the right to change this classification if it determines that the program does not fit the description of the program type selected by the student organization.

On-Campus Programs: To ensure Student Activity Fee funded programs are accessible to Columbus campus Ohio State students, programs utilizing Programming Funds must be

held on-campus. For the purposes of the CSA Funding Guidelines, on-campus is defined as the area contained by four borders: north to Patterson Avenue; east to Summit Avenue; south to King Avenue; and west to North Star Road, as well as any properties owned and operated by The Ohio State University in Franklin County, Ohio. The Ohio State University regional and extension campuses are not considered on-campus locations for the purposes of the CSA Funding Guidelines. Programs held at non-Ohio State owned and operated facilities within the borders stated above are eligible for Programming Funds, but any costs associated with the rental of these facilities are not eligible for funding as the facilities are not owned and operated by The Ohio State University.

On-campus programs should be educational or service/outreach. Educational programs are structured and purposeful learning experiences designed to provide education, training, or skill development. Service/outreach programs are hands-on, volunteer activities benefiting others outside of the sponsoring student organization(s).

Off-Campus Service/Outreach Programs: Hands-on, volunteer activities benefiting others outside of the sponsoring student organization(s) in an off-campus location, defined as locations not classified above as on-campus. Service/outreach at professional meetings, conferences, and competitions is not fundable. Due to the nature of off-campus service/outreach events and activities, program beneficiaries can outnumber the number of Columbus campus Ohio State students. Only costs associated with travel and lodging at an off-campus volunteer site are fundable for this type of program.

Greater Community Programs: Educational or service/outreach programs occurring on-campus where the majority of participants might not be or are not Columbus campus Ohio State students due to the participation of greater community members. The most common examples of programs that may fall into this category are dance showcases and on-campus service/outreach programs where the beneficiaries are not OSU students. The following funding restrictions are applied to programs of this type:

- Fundable Expenses: Advertising/Promotion/Printing, Decorations, Equipment Rental, OSU-Owned Facility Rental, Media Rights, Personnel, Speaker/Panelist/Entertainer Costs
- Non-Fundable Expenses: Activity Materials, Food/Beverage, Off-Campus Travel/Lodging, Prizes, Take-Aways

Hybrid Programs: Structured and purposeful learning experiences designed to provide education, training, or skill development occurring simultaneously online and in a physical on-campus location. For tangible items (such as Activity Materials and Food/Beverage),

student organizations must ensure that they are able to be easily picked up by attendees before the start of the program for them to be fundable.

Online Programs: A program which occurs solely online. Due to the nature of online programs, the following funding restrictions are applied to programs of this type:

- **Fundable Expenses:** Activity Materials, Advertising/Promotion/Printing, Media Rights, Personnel, Speaker/Panelists/Entertainer Costs (Honorarium/Compensation/Gift)
 - For tangible items (such as Activity Materials), student organizations must ensure that they are able to be easily picked up by attendees before the start of the program for them to be fundable.
- **Non-Fundable Expenses:** Decorations, Equipment Rental, Food/Beverage, Off-Campus Travel/Lodging, OSU-Owned Facility Rental, Prizes, Speaker/Panelists/Entertainer Costs (Travel/Transportation, Lodging, and Miscellaneous Expenses), Take-Aways

Additional Considerations

When Programming Funds are running low, the CSA Allocations Committee reserves the right to evaluate requests based on, but not limited to, the following additional criteria:

- **Cost per Person:** Keep in mind that each Fee-paying, Columbus campus Ohio State student pays \$37.50-\$40.00/semester into the Student Activity Fee.
- **Educational or Service Mission of the University:** Program contributes to the broad educational or service mission of the University.
- **Proportion of Student Attendees:** At least 75% of expected attendees are Columbus campus Ohio State students.
- **Program Uniqueness:** Program content and/or structure are unique in contrast to concurrent requests.
- **Student Organization History/Ability:** Indications of the student organization's ability to implement the program within its stated timeline and available resources in addition to their history of successful and responsible programming and budgeting.

Non-Fundable Programs

Non-fundable programs include, but are not limited to:

- **Academic Program Requirements:** Programs in which there is an academic requirement (e.g., capstone project or class) in order to present and/or attend.
- **Award Ceremonies:** Programs designed to recognize or award individuals or groups without other programmatic elements.
- **Banquets, Galas, and Receptions:** Programs in which the primary purpose of the program is food consumption without developmental and educational outcomes relating to said food. This includes, but is not limited to, networking and end-of-the-year banquets/galas/receptions.
- **Blood Drives:** Programs in which the primary purpose of the program is blood donation.
- **Brand/Product/Corporate Promotion:** Programs where a brand/product/company is advertised/promoted to attendees to actively encourage the progress, popularity, sales, or growth of their brand/product/company.
- **Corporate/Educational/Volunteering Recruitment:** Programs in which the primary purpose is recruitment for a job, internship, assistantship, residency, volunteering opportunity, educational program, college/university, or mentorship program. This includes, but is not limited to, career fairs, department tours, and info sessions.
- **Cost-Prohibitive Programs:** Programs that are prohibitively expensive for Columbus campus Ohio State students to attend. This is defined as:
 - For programs lasting less than or equal to 4 hours, the cost for Columbus campus Ohio State students may be no greater than \$5.00.
 - For programs lasting greater than 4 hours but less than or equal to 12 hours, the cost for Columbus campus Ohio State students may be no greater than \$20.00.
 - For programs lasting greater than 12 hours, the cost for Columbus campus Ohio State students may be no greater than \$40.00.
 - For Off-Campus Service/Outreach Programs, the cost for Columbus campus Ohio State students must be less than or equal to the cost of a comparable domestic or international Buck-I-Serv trip.
 - There are no limits on the cost for individuals who are not Columbus campus Ohio State students. However, the cost for Columbus campus Ohio State students must be less than or equal to the cost for individuals who are not Columbus campus Ohio State students.

- **Department-run Programs:** Programs in which the majority of planning and executing is handled by University faculty/staff rather than student organization members.
- **Gambling:** Any part of a program that involves a paid game of chance where participants exchange anything of value for the opportunity to play. This includes, but is not limited to, casino nights, card tournaments, and raffles.
- **Meetings:** Organization meetings or any program during a meeting. Programs held during an organization's usual meeting time which meet the requirements for a fundable program are fundable. Non-fundable examples include planning meetings, recap/feedback meetings, and meetings to work on a project/program.
- **Political and Lobbying Activities:** Political and lobbying activities including, but not limited to, partisan political activities, political campaigns, or political lobbying, are not fundable.
- **Religious or Worship Services:** Religious or worship services including, but not limited to, masses, prayer circles and meetings, sabbats, seders, and Shabbat services (meal, reading part of exodus), are not fundable.
- **Sale-Based Programs:** Programs which sell a product or service to obtain funds for the student organization or donation to a 501(c)(3) without other programmatic elements.
- **Signature Funding:** Programs that are considered Student Activity Fee funded Signature Funding events are not eligible for Programming Funds.
- **Student Organization Recruitment/Recognition:** Programs in which the primary purpose is the recruitment of new members or for the recognition of the student organization and/or its members.
- **Study Tables:** Programs in which rooms or spaces are simply reserved for participants to do work without other programmatic elements.
- **Tabling and Drop-in Programs:** Programs in which literature or materials are passed out with limited interaction or in which participants are merely passers-by without engagement beyond viewing material or doing a single activity. The program must be designed so that people spend an extended period of time at it and meaningfully engage with the program.

Collaboration/Co-Sponsorship

As stated above, collaboration/co-sponsorship is more than just a financial subsidy and should entail a partnership in resources and planning between student organizations, University departments, and entities. For any given CSA-funded program, no more than 10 student organizations may collaborate, and the total use of Programming Funds must be

less than or equal to \$30,000. Should collaborative funding requests exceed these limits, the CSA Allocations Committee reserves the right to select which student organizations will be approved and which will be denied to not exceed these limits.

When multiple student organizations are requesting Programming Funds for the same program, student organizations should make sure the information in their request matches, or is substantially similar to, the information in the requests of the other student organizations they are collaborating with. Student organizations should state the name of any other student organizations they are collaborating with, and their Programming Funds request numbers. In the request and the explanation section of the CSA Programming Funds Audit Template, student organizations must be clear as to which student organization is covering which expenses.

Programming Funds Expense Categories

When preparing a program budget, student organizations should refer to the below list of Programming Funds expense categories to determine what is or is not fundable. Non-fundable expenses may still be included in the budget towards the total cost of the program. Total program cost will be determined based on the receipts submitted with the audit.

When submitting a funding request, all unique items must be delineated in separate budget lines. Multiples of the same item may be requested in one line. All items must be placed into an expense category. The CSA Allocations Committee reserves the right to deny funding for unique items not delineated in separate budget lines and to change the expense category of an item if it does not fit the description of the expense category selected by the student organization.

Once approved, student organizations are able to substitute approved budget line items for other items as long as they are substantially similar to what was originally requested. If student organizations are unsure if their potential substitution qualifies, they should contact the CSA Fiscal Coordinator before making the purchase.

Activity Materials

Physical materials used by attendees during a program's core activity	
<i>Items must be directly tied to the program's purpose and/or be essential for use</i>	
Fundable Examples	Non-Fundable Examples
Art and craft supplies (e.g., paint, paintbrushes, canvas, fabric); disposable service items for meals (e.g., plates, napkins, utensils)	Rentable items (see Equipment Rental, e.g., sewing machines, power tools); items not used by attendees (e.g., storage bins, non-activity materials), office supplies (e.g., ink cartridges, printer paper)

Advertising/Promotion/Printing

Costs to advertise/promote the program	
<i>Limited to 20% of total program cost</i>	
Fundable Examples	Non-Fundable Examples
Flyers, posters, social media ads, apparel for program promotion	Materials advertising only the student organization, not the program

Decorations

Temporary, non-durable items used to enhance the atmosphere or visual appearance of a program.	
<i>Must be intended for one-time or short-term use</i>	
Fundable Examples	Non-Fundable Examples
Streamers, balloons, disposable table coverings, flowers	Rentable items (see Equipment Rental, e.g., glass vases, metal stands, linens)

Equipment Rental

Temporary rental of equipment needed for program execution	
Fundable Examples	Non-Fundable Examples
Rental of linens, costumes, AV equipment, projectors, easels	Purchase of costumes, equipment or electronics; software, cell phones

Food/Beverage

Food and beverage served at any time during a program which are available to all attendees and in compliance with University catering and building policies	
<i>Limited to \$30/person</i>	
Fundable Examples	Non-Fundable Examples
Meals coordinated through University Catering or local restaurants, ingredients, cookies for decorating, service/delivery fees, tip up to 20% of food/beverage cost	Products competing with Coca Cola products, alcohol, food/beverage as a prize or take-away, tip above 20% of food/beverage cost

Media Rights

Cost associated with purchasing the rights to show a film, listen to music, or put on a performance to ensure copyright laws are followed	
Fundable Examples	Non-Fundable Examples
Licensed films, music, and plays/musicals	Programs which do not purchase the necessary media rights will not be fundable

Off-Campus Travel/Lodging

Costs association with travel and lodging at an off-campus volunteer site	
<i>Limited to 50% of total program cost</i>	
Fundable Examples	Non-Fundable Examples

Lodging, rental car, gas	Any other costs associated with volunteering off-campus
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OSU-Owned Facility Rental

Charges for renting OSU-owned facilities	
Fundable Examples	Non-Fundable Examples
Room rental in an OSU-owned facility, non-refundable rain site deposits contingent upon program occurrence	Non-OSU owned facility rental, bar set-up fees

Personnel

Costs for essential staff to support program safety and/or logistics	
Fundable Examples	Non-Fundable Examples
Uniformed or plain-clothes officers, EMS/fire prevention officers, catering/event staff, ASL interpreters, translators, costs associated with service fees for catering	Bartenders, non-essential personnel, direct payments to personnel that are OSU students

Prizes

Costs associated with prizes awarded as a result of winning a contest or drawing that all Columbus campus Ohio State student attendees have an equal opportunity to win <i>Limited to 20% of total program cost. Any single prize item must be no more than \$200. The total spent on all prizes may not exceed \$10/attendee (e.g., 70 attendees = \$700 total prize cost limit)</i>	
Fundable Examples	Non-Fundable Examples
Gift cards, apparel, fake/non-flame candles, small prizes	Raffles, cash, real/burnable candles, alcohol, admission tickets

Speaker/Panelist/Entertainer Costs

Costs associated with speakers/panelists/entertainers who are not OSU students at programs
<i>Additional parameters and expenses within this category can be found below</i>

Honorarium/Compensation/Gift

- For University employees, who are not also OSU students,
 - CSA will reimburse non-cash gifts not to exceed a monetary value of \$100 for services rendered at a student organization program if the services are not related to the services for which the person is employed by the University.
 - CSA will not reimburse any form of honorarium/compensation/gift for services rendered at a student organization program if they are related to the services for which the person is employed by the University.
- CSA will not reimburse any form of honorarium/compensation/gift for OSU students for services rendered at a student organization program

Travel/Transportation

- For all travel/transportation expenses, CSA will only reimburse expenses incurred the day before the program, the day of the program, and the day after the program.
- For airfare expenses, airfare should be purchased at the lowest reasonable coach/economy fare.
- For ground transportation (Uber, Lyft, Taxi, etc.), the mode of transportation with the lowest reasonable cost should be selected.
- For a rental vehicle, the cost must be more economical than any other type of transportation, or transportation must not be otherwise accessible without the use of a rental vehicle. Travelers must incur the lowest reasonable vehicle rental expenses.
- For a personal vehicle, mileage reimbursement is based on the current year's [mileage reimbursement rate](#).

Lodging

- For all lodging expenses, CSA will only reimburse expenses incurred the day before the program, the day of the program, and the day after the program.
- For lodging expenses, travelers should select the lowest reasonable single occupancy or standard business room rates.

Miscellaneous Expenses

- For all miscellaneous expenses, CSA will only reimburse expenses incurred the day before the program, the day of the program, and the day after the program.
- For meals, follow the current fiscal year's [per diem rates](#) to know the limit of this expense.
- For parking passes,
 - CSA will not reimburse parking passes for university employees
 - CSA will reimburse non-university employees, but there must be a copy of the parking pass along with proof of payment for the audit.

Take-Aways

Items given to all anticipated Columbus campus student attendees	
<i>Limited to 30% of total program cost</i>	
Fundable Examples	Non-Fundable Examples
Apparel, stress balls, fake/non-flame candles, gift cards	Admission tickets, cash, real/burnable candles, alcohol; items used/produced

	during a program's core activity (see Activity Materials)
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Programming Funds Appeal Process

When a student organization is notified that their Programming Fund request was denied, they will have at least 7 calendar days to respond via the Student Organization Management System. The reason for denial and the due date of the appeal will be located in the Student Organization Management System and in an email notification. Student organizations may not request a greater total amount of funding in their appeal than in their original request. However, they may adjust the amount requested per expense category as necessary. Appeals will not be heard by the CSA Allocations Committee until they have heard all original Programming Fund requests for that funding window.

Should the CSA Allocations Committee not reverse its decision on appeal, the student organization will have at least 7 calendar days to respond again via the Student Organization Management System. The reason for continued denial and the due date of the appeal will be located in the Student Organization Management System and in an email notification. Student organizations may not request a greater total amount of funding in their appeal than in their original request. However, they may adjust the amount requested per expense category as necessary. Appeals will not be heard by the CSA Full Council until all original Programming Fund appeals have been heard by the CSA Allocations Committee for that funding window. The decision of the CSA Allocations Committee can only be overturned by the CSA Full Council with a 2/3 majority. The decision after review by the CSA Full Council is final and cannot be appealed.

Programming Funds Audit Process

Reimbursements to student organizations are the most common way that CSA disperses Programming Funds. However, CSA can pay several entities directly and will endeavor to do so to minimize the upfront costs associated with programs to student organizations. Entities that CSA can pay directly include:

- Ohio Union
- Office of Student Life Recreational Sports
- University Catering
- University Departments that paid expenses associated with an approved program

Expenses paid outside of the above entities must be reimbursed through the student organization submitting an audit. Funds will only be disbursed after the submission of a complete and correct Programming Funds audit. The audit process is outlined below.

- Audits are due in the Student Organization Management System no later than 30 days after the scheduled date of the program to receive funding reimbursement. Audits submitted later than 30 days after the scheduled date of the program are considered void and will not be reimbursed. Student organizations are welcome to submit their audit anytime between the scheduled date of the program and the 30-day deadline.
 - Any program event date changes should be communicated to the CSA Fiscal Coordinator at csafunding@osu.edu prior to the originally submitted program date to ensure that the audit can be processed from the date the event actually occurs.
 - If a student organization requires additional time to complete an audit, they may request an extension before their audit deadline by contacting csafunding@osu.edu. A response will be provided back on whether this request is approved or denied.
 - In the event that a scheduled program does not occur, Programming Funds cannot be disbursed. CSA is not responsible for cancellations, unfavorable weather conditions, or contingencies that otherwise affect the occurrence of a scheduled program.
- The submitted audit must include a completed CSA Programming Funds Audit Template from the current fiscal year, receipts (original and itemized), proof of payment, a list of attendees which includes the name.# of all Ohio State affiliated attendees, and a program flyer.
 - If an outside Speaker/Panelist/Entertainer is being paid for services, student organizations will need to include an invoice or email communication agreeing to the price, and proof of payment (e.g., Venmo transaction, copy of check and bank statement, etc.).
 - If funds are used on a cash equivalent item (gift card, voucher, or other item that could be used to pay educational expenses included in the cost of attendance) used as a prize, gift, or award then the student organization must include the name.# of the recipient(s) on the CSA Programming Funds Audit Template under explanation.
 - For income received, audits should include a separate document with the list of transactions, preferably from the reports section of the service you are using such as Venmo, Zelle, PayPal, or bank statements. If student organizations are donating these funds, provide a receipt or invoice and proof of payment showing the funds were donated to a 501(c)(3) organization to ensure the student organization does not profit.

- For Off-Campus Travel/Lodging, student organizations must additionally include an itinerary/agenda from the service trip and the names of non-OSU students in attendance.
- Programming Fund reimbursement checks will be distributed to student organizations via the Ohio Union Resource Room. Checks expire within 120 days and will not be reissued due to check expiration.

Signature Funding

Every 3 years, CSA reviews the allocation of the Student Activity Fee amongst its beneficiaries. During this process, CSA allows student organizations and University departments to apply for Signature Funding. Signature Funding provides guaranteed funding from CSA for campus events and operations during the 3 years of the current Student Activity Fee review. The definitions and expectations for Signature Funding events and operations are detailed below. For more information on events and operations currently receiving Signature Funding, please view the most recent [Student Activity Fee Report](#).

Signature Events

A Signature Event is defined as an annual Ohio State event that attracts or has the potential to attract more than 1,000 Columbus campus Ohio State students.

Signature Events must be organized by a student organization or University department. Student organizations that receive Signature Funding are ineligible to apply for CSA Programming Funds for events selected as a Signature Event, though they may still request Programming Funds for other programs.

Signature Operations

A Signature Operation is defined as an operation run by a student organization that provides free services or benefits to all Columbus campus Ohio State students throughout the Autumn and Spring semesters.

Signature Operations must be organized by a student organization.

Memorandum of Understanding

Student organizations and University departments approved for Signature Funding must sign a memorandum of understanding (MOU) with CSA detailing various responsibilities for student chairperson training, reporting on event or operation details, assessment, and timelines for completing financial requirements. CSA may discontinue the funding if the terms of the MOU are not met.