

STUDENT ORGANIZATION REGISTRATION AND FUNDING GUIDELINES AT OHIO STATE

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Philosophy On Student Organizations

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. A Student Organization is an association of Ohio State students created for any educational purpose that supports the vision and goals of the University.

Acknowledging our land-grant mission and consistent with the university motto *disciplina in civitatem* (education for citizenship), The Ohio State University recognizes the contributions Student Organizations make to an effective learning environment that prepares our students to live in a multi-cultural society and to work in a global community. Student Organizations serve as a medium for academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships.

Research on the benefits of student organization membership suggests that involved students tend to perform better academically and are more likely to graduate than their non-involved peers. Students involved in organizations composed of peers learn leadership and interpersonal skills, as well as life skills such as planning, time management, and budgeting. Involved students develop a more robust, supportive network of friends and colleagues that often lasts beyond their college years. The Ohio State University strongly supports a diverse student organization community that contributes to the mission of the University.

Guiding Principles¹

The funds generated by the student activity fee, recommended by the Council on Student Affairs (CSA) and approved by the Board of Trustees, are University funds and are subject to the applicable rules governing public funds. Accordingly, CSA must act as a good steward of these University resources, ensuring that these resources are used by student groups and organizations in a manner consistent with the mission of the University. To do this, CSA has created requirements for registration and resource allocation that seek to manage the limited resources such that they have the greatest impact on the Ohio State student body. These policies are created to promote the philosophy of student organizations at Ohio State and are made with the following guiding principles:

- Student organizations are initiated, led, and developed by students; their programs and activities are organized and implemented by students
- Student organizations should be guided by, and contribute to the development of, the highest ethical, moral, and democratic ideals and standards
- Student organizations should contribute to the development of skills including but not limited to leadership, interpersonal, and life management, in all of its members
- All students at Ohio State should have the opportunity to become involved in a student organization and to participate as an organization leader
- A vibrant and diverse student organization community is one where student organizations grow over time, where they have a lasting impact on the traditions and culture at Ohio State, and where they affect students beyond their own organization
- Student-faculty interaction is an important part of the college experience; relationships between faculty/staff advisors and the students in a student organization should be meaningful
- Student interaction across diverse backgrounds, across colleges and departments, and between student organizations is encouraged
- Resources are intended to provide the basic operating needs of registered student

¹ Subsequent to the adoption and approval of these Registration Guidelines, section 3345.023 of the Ohio Revised Code was promulgated. See <http://codes.ohio.gov/orc/3345.023>. These Registration Guidelines will be interpreted and applied in adherence with all applicable law.

- organizations, creating efficiencies in such areas as publicity and photocopying
- Student organizations should be financially self-supporting through a variety of creative mechanisms including but not limited to collecting dues from its membership, fundraising events, soliciting contributions, and when applicable student activity fee funds
- With limited resources available to student organizations and with requests for funding that vastly exceed available funds, rational principles of proportionate use and guidelines have to be set by CSA to fairly distribute these funds
- Public funds should not be used for private benefit, but instead for benefit of the student body and the University as a whole
- Faculty and staff can support the use of university-provided resources (e.g. funding, space, etc.), but the decisions and active use of resources shall be led by students. University resources under CSA jurisdiction should be used primarily by students and to lesser extent to other individuals associated with the University (faculty, staff, alumni, and student partners or spouses)
- Funds set aside for student organizations should have an impact on the campus community and should promote the educational, research, and outreach mission of the University
- Funds set aside for student organization programming should prioritize unique programs, over a broad range of categories, rather than duplication
- Student organizations are independently responsible for financial commitments and accrual of debt, contractual agreements, and other obligations, both externally to outside entities and internally to the university. Unpaid debts to the university can result in revocation of active status. Student Organizations are not legal entities of The Ohio State University and the University assumes no responsibility for the actions of student organizations.
- These guidelines are applicable to Columbus-campus-based student organizations; student eligibility criteria apply to students enrolled on the Columbus campus

Recognized Student Groups and Student Organizations

How to Register

Students interested in starting a new student organization should follow the link online under “New Student Organizations.”

- All organizations must self-select in which window they choose to register.
 - Spring Window: February 1 – April 15
 - Fall Window: August 15 – October 30
- Registration for new organizations can only be initiated during one of the two stated registration windows.
- New organizations will have the duration of the registration period, or 60 days from their initiation date, whichever is later to complete the registration process.
- Renewing organizations must complete all registration requirements by the end of the registration window (April 15 or October 30) or will be listed as Inactive until registration requirements are completed.
- New organizations who are also affiliated with a campus department should indicate such on their application

Statutes of Student Organizations

Each organization's status will be displayed on the online public directory. The different statuses of an organization are defined below. Change in status from inactive to active may occur at any time based on changes submitted.

- **Pending**: Organizations that are in the process of completing registration requirements for a given year. All organizations will be listed as pending during their registration window, as registration requirements are being completed.
- **Active**: Organizations that have completed all registration requirements and have been registered for less than two (2) continuous years.
- **Active - Established**: Organizations that have been registered for at least two (2) continuous years without a lapse in Active status (excluding Pending status); at least 10 members of the organization.
- **Inactive**: Organizations that have not completed all registration requirements by the end of the registration window. This may include organizations that no longer exist as groups on campus.
- **Inactive – Fiscal/Conduct** – Organizations that are made inactive for failing to meet financial obligations or for reasons relating to conduct.
- **Unregistered** – Organizations that do not wish to register. These organizations retain no affiliation with The Ohio State University and receive no benefits and are not listed in the Student Organization Directory.

Registration Requirements

The requirements to become a registered student organization follow. It should be noted that limiting the number of leadership positions a student holds are intended to give more students a leadership opportunity and to ensure that involved students are not overextended. This rule in no way limits the number of organizations with which a student may be involved, only the number of organizations s/he may lead. Likewise, the requirement limiting the number of student organizations a faculty/staff advisor may advise is intended to ensure that the advisor's relationship to the organizations is meaningful.

Requirements:

- A constitution on file with the Student Organization team in Ohio Union & Student Activities Department that meets the following requirements;
- Follows the template provided by the Student Organization team, which includes;
 - Name of the organization
 - Organization purpose that is tied to the educational purpose of the University and supports the mission of Ohio State
 - Statement on Harassment & Discrimination, including Sexual Misconduct
 - “[Name of organization] agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with these guidelines.”
 - Anti-Hazing Statement
 - “[Name of Organization] agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may

face disciplinary actions.”

- Membership eligibility, selection and removal process, including application timelines, and any other membership eligibility/ineligibility criteria
- Information about the organization’s advisor, to include;
 - Duties and responsibilities
 - Selection method
 - Term
 - Process of replacing the organization’s advisor
- Officer positions, eligibility and selection process including the details of each officer’s responsibilities and the officer removal process and cause(s) for removal
- Requirements and procedures for the dissolution of the student organization, including the method for distributing any organizational assets and payment of any organizational debts remaining at dissolution.
- Right to Maintain Bylaws Statement
- “[Name of Organization] retain the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, the Ohio State University’s regulations, policies, and procedures, and the Council on Student Affairs Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities Department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization’s currently approved constitution on file and CSA constitution requirements.”
- Process for amending the organization’s constitution
- At least 3 Student Officers, including a Primary Leader, Treasurer, and Secondary Leader(s) (e.g., co-president, vice president or equivalent).
 - Primary Leader and Treasurer must be enrolled as full time students; Secondary Leader(s) must be student(s) in good standing
 - Student Officers must be selected in accordance with the officer selection process specified in the organization’s constitution. Student Officers must also meet minimum GPA requirements, based on minimum requirements for good standing as set by the Office of Academic Affairs, Graduate School, and individual professional colleges
 - 2.0 Term GPA for Undergraduates
 - 3.0 Term GPA for Graduate Students
 - 2.0 Term GPA for Professional Students
 - A student organization formed to foster or affirm the sincerely held religious beliefs of its members may adopt eligibility criteria for its Student Officers that are consistent with those beliefs
 - Students not enrolled in summer classes (but who will be enrolled the following fall) are eligible to hold office; if enrolled in summer classes the GPA requirement is enforced as above
 - Students may not be registered officers (Primary Leader, Secondary Leader, or Treasurer) in more than three student organizations at any given time
 - Primary Leader and Treasurer must complete their respective trainings for their role, which is a live training session and online module.
 - In the event of a leadership change, organizations will remain eligible for funding through the end of the funding year.
- Student membership of 5 or more (including officers)
 - Membership in registered student organizations must be open to all eligible students
 - So long as students are afforded an equal opportunity to attain membership, student organizations may impose neutral and generally applicable

- membership eligibility criteria such as the payment of dues, regular attendance, or achievement measures (e.g., interviews, applications, essays, or minimum grade requirements)
- No student shall be excluded from full membership on the basis of sex, unless the student organization is exempt under Title IX of the Education Amendments of 1972
 - A student organization formed to foster or affirm the sincerely held religious beliefs of its members may adopt eligibility criteria for its members that are consistent with those beliefs
 - Organization roster on file, submitted in the Student Organization Management System
 - 90% of the voting membership must be currently enrolled Columbus-campus Ohio State students²
 - Organizations may round up to the nearest whole number when calculating this percentage
 - Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and programs of student organizations as associate members, but may not comprise more than 10% of the total membership
 - At least 1 faculty/staff advisor who is a member of the faculty or administrative and professional staff selected by the student organization in accordance with its constitution and bylaws
 - Advisor should not be on extended leave without mutually agreed upon contingency plans to provide for the organization's needs during the absence. This can come in the form of regular communication during the leave or bringing on a co-advisor.
 - Advisor must be certified by the Office of Student Life every 2 years by completing Student Organization Advisor Training
 - Advisors may not recertify online in successive recertification periods
 - Advisor may not serve as primary advisor to more than 3 student organizations at the same time unless their job description requires advising more than 3 student organizations. An advisor can request exemption from the Ohio Union and Student Activities team. CSA can request the position description and/or written affirmation from an employee's supervisor to verify this. This rule does not preclude faculty and staff from serving in an informal co-advisory capacity to additional organizations.
 - The name of the advisor(s), their email address, phone number, and OSU internet username ("lastname.nn") must be included on the organization roster.
 - Classified civil service employees, graduate administrative associates, and emeritus and retired faculty/staff may serve as co-advisors, but the primary faculty/staff advisor must complete the certification process for the organization to be registered.
 - Advisors are encouraged to submit an Indemnification Letter, signed by their direct supervisor, via the Student Organization Management System. The letter should be updated when advising roles and/or employment roles change.
 - Identify the student organization as primarily graduate, professional, or undergraduate organization based on the composition of the organization leadership
 - Submission of at least two goals for the year, with an update on progress or modification of goals on a per term basis, to be reviewed and approved by listed faculty/staff advisor
 - Must adhere to the "Responsibilities of Student Organizations" below

² Registered student organizations whose constitution expressly promotes faculty-student interaction may have a membership that is composed of 60% students providing that the other 40% is composed of faculty or administrative and professional staff at Ohio State.

Registered Student Organizations

A student organization at Ohio State is a registered student organization created for any educational purpose supporting the vision and goals of the University and supporting the Philosophy of Student Organizations at The Ohio State University. Registered student organizations contribute directly to the University's educational, research, and outreach mission.

Benefits of Active Registration (Subject to applicable policies, rules, regulations, and laws):

- Use of bulletin boards, digital screens, outdoor signboards, and kiosks on the University campus
- Use of University facilities
 - Host events, including sponsoring guest speakers on campus
 - Hold on-campus fundraising events
- Use of CSA Student Activity Fee funds up to \$500 per year for operating expenses
- Access to CSA Student Activity Fee funds up to \$3,000 per year for programming expenses
- Participation in Student Involvement Fairs
- Participation in Homecoming Parade
- Use of the Center for Student Leadership and Service Resource Room, including \$250 annual line of credit for services, which is reset upon annual renewal of registration
- Access to Student Life Marketing staff for consultation, design, and support
 - Access to apply for use of the University name to designate the student organization's location "at The Ohio State University" or "Ohio State" on its letterhead and publications, subject to University name, logo, and seal guidelines
 - Pursuant to Ohio law, student organizations must obtain permission for use of the university name, logo or trademarked assets, including website, social media accounts, event or marketing materials, and branded apparel or merchandise.
- Server space on University computers, including website hosting and organizational email accounts and listservs
- Access to enhanced training, workshops and conferences offered by Student Life
- The opportunity to apply for access to office or locker space in the Center for Student Leadership and Service

Benefits for Active – Established Registration This level of classification is intended to promote growth and continuity, recognizing the contributions that established student organizations bring to the University. Healthy student organizations actively recruit new members and strive to ensure that the organization outlasts the original group who founded it. Such growth and expansion not only benefits the student organization but also the individual members within the organization.

Requirements:

- Meet all the requirements for Active Student Organizations
- Organization must be in continuous good standing at least two registration years
- Student membership of 10 or more
- Must renew registration annually by the April 15 or October 30 deadline (as applicable) to maintain Established status

Benefits (Subject to applicable policies, rules, regulations, and laws):

- All Benefits available to Active Student Organizations
- Access to CSA Student Activity Fee funds up to \$4,500/year for programming expenses

Responsibilities of Registered Student Organizations

Registered student organizations at The Ohio State University, their officers, members, and guests are responsible for:

- Complying with applicable federal, state, and local laws and with University regulations, including but not limited to the provisions of the Ohio Administrative Code including the Rules, Regulations, and Bylaws of The Ohio State University, The Ohio State University Operating Manual, the Code of Student Conduct and guidelines promulgated by the Senior Vice President for Student Life. Copies of pertinent documents are available at the Office of Student Conduct;
- Planning and implementing their own programs and activities;
- Sponsoring and supervising their programs;
- The safe operation of their programs;
- Assuring that facilities are used for the purpose for which they were scheduled;
- The activities of non-student members and guests while participating in the activities of the student organization;
- Sound fiscal management and prompt payment of debts incurred, including maintaining fiscal records that 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; and
 - Budgets;
- Expending student organization funds to further the purpose(s) of the student organization and not for the private benefit of its officers or members;
- Keeping the organizations' faculty/staff advisor informed of its activities, programs, and financial standing;
- Maintaining up-to-date online registration records – including officer contact information, advisor contact information, and constitution – with the Office of Student Life;
- Pursuant to the university's anti-hazing policy and Ohio law, all students must complete anti-hazing training before joining any activity, sport, club or organization. Advisors also must complete the training. The training module is available on BuckeyeLearn or through stophazing.osu.edu

(1) <https://policies.osu.edu/assets/policies/anti-hazing-policy.pdf>

(2) <https://go.osu.edu/Collinslawtraining>

Denial and/or Termination of Registration

The Office of Student Life reserves the right to deny or terminate registration status. Circumstances that will result in denial or termination of registration include, but are not limited to, the following:

Denial occurs when

- The student organization is not formed for an educational purpose consistent with the philosophy statement on student organizations at Ohio State;
- The student organization has not complied with registration requirements;
- Registering a student organization under termination or sanction from its local, state, national, or international affiliate (if applicable);
- Registering a student organization currently under disciplinary sanction under a new name;
- Registering a subsidiary of a currently registered student organization;
- Registering an organization that is a duplicate of a pre-existing organization;
- The student organization has delinquent debts (including unresolved CSA Funding audits) which the student(s) requesting registration cannot show will be paid within a reasonable time; and
- Submitting false information to The Ohio State University or a university representative.

Termination occurs when

- A request from the student organization to dissolve;
- A lapse in communication with the Office of Student Life, including failure to maintain, on file with the Office of Student Life, the most current copy of the student organization's constitution, officer contact information, and faculty/staff advisor contact information;³
- The student organization, its programs, and its activities are not planned and implemented by its student membership;⁴
- Failure to live up to the student organization responsibilities previously enumerated;
- Failure to meet financial obligations;
- Failure to comply with the student organization's constitution;
- Failure to comply with the rules, regulations, policies, and procedures of The Ohio State University as determined by appropriate University representatives;
- Submitting false information to The Ohio State University or a university representative; and
- Action taken by the Office of Student Conduct.

Appeal process

A student organization may appeal to CSA any denial or termination of registration by the Office of Student Life. An appeal must be initiated within 30 days of a student organization's receipt of the notice of registration denial or termination. All such appeals should be directed in writing to the CSA Fiscal Coordinator (or designee), who will forward them to the chair of CSA. All decisions by CSA will serve as the final authority on such matters.

³ Updating the student organization online registration page must occur within 30 days of any change to this information.

⁴ This is not intended to preclude bringing to campus contracted, outsourced programs.

Organizations with Additional Registration Requirements and/or Certain Exemptions

In addition to meeting the registration requirements for student organizations, some student organizations have other requirements for registration imposed by CSA and/or by other offices at the University. Some have exemption from certain requirements. The following types of student organizations are the only ones that have additional requirements and/or exemptions.

Social Fraternities and Sororities

Social fraternities and sororities are registered student organizations that may be either single-sex or co-ed Greek-letter organizations whose mission and purpose is recognized as primarily promoting the intellectual, social, spiritual, moral, civic, and career development, and the wellness, of student members.

Additional requirements:

- All social fraternities and sororities must be officially recognized by one of the four Greek Councils: Interfraternity Council (IFC), the Multicultural Greek Council (MCGC), the Panhellenic Association (PHA), or the National Pan-Hellenic Council (NPHC).
- All social fraternities and sororities must be endorsed by the Director of Sorority and Fraternity Life. The signature of the Coordinator or Associate Director of Sorority and Fraternity Life will be accepted as sufficient documentation of such endorsement.
- All registered social fraternities and sororities are expected to abide by the OSU Greek Life Standards of Excellence, a set of minimum expectations for each chapter and its members, as established by the community.
- The Office of Student Life may establish criteria for accepting new chapters and specific requirements for existing organizations. The Director of Sorority and Fraternity Life will make such criteria available to students upon request.
- Social fraternities and sororities may have their registration terminated at the request of their local, state, national, or international chartering organization.

Exemptions:

- Social fraternities and sororities may limit membership based on sex and still be eligible for recognition as a registered student organization.
- With permission from the Director of Sorority and Fraternity Life, social fraternities and sororities may have fewer than 10 members and be eligible for recognition as an Established Student Organization if the Director finds a compelling reason that supports the ideals and mission of the University.
- Where processes for officer and/or member removal are provided for in national governing documents, whether secret or public, reference to such documents in local constitution and/or by-laws shall suffice to meet the constitutional requirement outlined above.

Chapter-Based Community Organizations

Chapter-based Community Organizations are organizations that maintain an affiliation with a non-university external entity (local, state, national, or international), upon which their organizational identity is dependent or meaningfully connected (by name, branding, funding, and/or membership). Organizations in this category are subgroups of a parent association which may provide external, supplemental support to the organization or may have specific requirements for maintaining chapter recognition. Due to their unique identity affiliation as a chapter, these organizations may be approved for registration despite having a similar purpose to another organization on-campus.

Additional requirements:

- Chapter-based organizations must provide a letter of legitimacy authorizing their association with the parent organization. This legitimacy may be called to question

at any time by the university and the student organization must be able to produce proof of active chapter status with their parent organization when requested.

- If the parent organization revokes their approval or recognition of a chapter, the organization will not be permitted to maintain their active registration status. If the organization is unable to re-establish as a chapter, they may apply to create a new organization through the new organization process and will be subject to standard new organization approval criteria.
- The university does not mediate or facilitate the relationship between chapters and their parent organization, meaning the student organization is solely responsible for maintaining its recognition and compliance with their parent organization. If requested, Ohio Union and Student Activities staff can provide a reciprocal letter of legitimacy regarding the organization's registration status on-campus, history of registration, and listed leadership of the organization per the roster.
- While parent organizations may set requirements or standards for chapters to meet, under no circumstance can those requirements contradict or override campus policies or CSA Guidelines for student organizations. This includes constitutional requirements, membership restrictions, and compliance with non-discrimination statements. Chapters may need to negotiate with their parent organization to receive exemptions for such practices and standards. It is expected that exemptions are outlined in the organization's constitution.
- If the organization receives university-provided funding, the organization must have a chapter-specific bank account to deposit funds, as payments are issued to the student organization directly.
- Council-affiliated Sorority and Fraternity Chapters are not considered Chapter-Based Community Organizations as they have their own registration category.

Sport Clubs

A sport club is a student organization registered with Student Activities that is additionally registered with and recognized by the Department of Recreational Sports. Sport clubs must register as student organizations to receive funding, staff support and special access to recreational facilities from the Department of Recreational Sports. Sport Clubs are eligible to use resources available to all registered student organizations, including resources, graphic design/marketing consultation, meeting space reservation, and the option to apply for locker/officer space in the Ohio Union. Sport Clubs are not eligible to apply for Operating or Programming Funds. Funding for Sport Clubs is available through the Department of Recreational Sports.

Additional requirements:

- The Department of Recreational Sports has established criteria for the recognition of new sport clubs and renewal of existing organizations, which has been approved by CSA. The Office of Recreational Sports shall publish the information on the Department of Recreational Sports website.
- A minimum of fifteen (15) OSU students is needed to even be considered a sport club.

Exemptions:

- Sport Clubs may limit membership based on gender if the primary purpose of the student organization is to engage in sports in which the major purpose or activity involves bodily contact.
- Sport Club treasurers shall not be required to attend training through Ohio Union and Student Activities. Training will be conducted by staff in the Department of Recreational Sports.

Student Groups Outside the Normal Registration System

These organizations by their campus-wide nature exist outside of the normal registration system. Nevertheless they must comply with the Responsibilities of Registered Student Organizations and Prohibited Expenditures for Student Organization Funding Guidelines.

Student Governments

All student organizations recognized by the University Senate as representative bodies and holding seats on the University Senate are considered governance organizations for the purposes of student organization registration and its related services.

Additional registration requirements:

- Submit term budget reports to the CSA Allocations Committee
- Approval from CSA to carry forward more than 25% of their annual carryforward above their reserves (not to exceed 10% of their annual budget)
- Submit a written inventory of all equipment to the Office of Student Life each time there is a change in officers and at least once per year
 - Inventory shall include the OSU tag # or a complete description of the equipment, purchase or trade date and price, current condition, and exact location
 - Senior Vice President for Student Life may request an on-site inspection to verify the inventory

Exemptions:

- May limit membership based on student classification—graduate, professional, and undergraduate student
- May use Student Activity Fee funds for general operating expenses, including travel, provided they comply with relevant University guidelines on spending. Programming and Operating Fund restrictions do not apply. These expenses include the following:
 - Travel may include participation at conferences, registration fees associated with conferences, and food costs limited to the federal guidelines on per diem
 - Equipment, apparel, supplies, and swag for events
 - Other general office supplies provided by the Center for Student Leadership and Service Resource Room
- May purchase the equipment and other capital expenses necessary to operate their offices
- May pay for staffing, with the prior approval of the Senior Vice President for Student Life
- May utilize resources in the Center for Student Leadership and Service Resource Room, with the understanding that the government budget will be charged back for expenses each semester
- May hold events in off-campus locations beyond the guidelines stated in Fundable Programs: On-Campus (below)
- May pay for food at general member/delegate meetings as deemed appropriate
- Are not eligible to apply for Student Activity Fee Operating or Programming funds
- Student government treasurers are exempt from mandated treasurer training as they (or their designee) will receive appropriate training and signed certification from the Ohio Union Business Office.
- Student government presidents are exempt from mandated president training as they receive appropriate training and advising from their faculty/staff advisors

CSA may establish criteria for accepting new governance organizations and specific requirements for existing governance organizations. The Chair of CSA will make such criteria available to students upon request.

Campus-Wide Programming Organization

The Campus-Wide Programming Organization (Ohio Union Activities Board) is a student organization whose sole purpose is to plan campus-wide programming.

Additional registration requirements:

- An Executive Board, chosen through an application and interview process conducted by the Director of Campus Activities or designee, the organization advisor, a member of CSA Allocations Committee, a member selected by the general membership, and the out-going members of the Executive Board, composed of the following:
 - Organization president
 - Organization vice president
 - Chairs of standing committees
 - A member of the CSA Allocations Committee
 - Organization advisor, *ex officio*, non-voting
- Submit an end-the-year report to the Ohio Union Council and then to CSA Allocations Committee
- Allocate a minimum of \$100,000 to graduate/professional programming
- Submit a written inventory of all equipment to the Office of Student Life each time there is a change in officers and at least once per year
 - Inventory shall include the OSU tag # or a complete description of the equipment, purchase or trade date and price, current value, and exact location
 - Senior Vice President for Student Life may request an on-site inspection to verify the inventory

Exemptions:

- May include general operating expenses, including travel in their annual budget, provided they comply with relevant University guidelines on spending. These expenses may include the following:
 - Travel may include participation at conferences, registration associated with conferences, and food costs limited to the federal guidelines on per diem.
 - Equipment
 - Purchase of apparel, supplies, swag for university-wide events
 - Other general office supplies provided by the Center for Student Leadership and Service Resource Room
- May utilize resources in the Center for Student Leadership and Service Resource Room with the understanding that the programming board budget will be charged back for expenses each semester
- May hold events in off-campus locations beyond the guidelines stated in Fundable Programs: On-Campus (below)
- May pay for food at general member/delegate meetings as deemed appropriate
- May use proceeds from sale of Dates and Data to provide member development opportunities to the organization
- Are not eligible to apply for student activity fee Operating or Programming funds
- The Programming Board treasurer position, held by the Associate Director of Campus Events is exempt from mandated treasurer training as they (or their designee) will receive appropriate training and signed certification from the Ohio Union Business Office.

CSA may establish criteria for accepting new campus-wide programming organizations and specific requirements for The Ohio Union Activities Board. The CSA chair will make such criteria available to students upon request.

Hall Councils

Hall councils are student organizations registered with the Ohio Union and Student Activities that are primarily supported and advised by the Housing and Residence Education staff. Hall councils may choose to use a variety of names including governing organization or activity board. These organizations directly support programming and community-building for student residents within their specific residential facilities. Hall councils are eligible to use resources available to all registered student organizations including graphic design and marketing support, meeting space reservations, and \$250 Resource Room line-of-credit. They participate in the annual registration process but have specific requirements and exemptions.

Registration requirements:

- An elected or appointed primary leader who completes president training responsibilities
- Housing and Residence Education staff will work with hall council primary leaders to update the General Information, Roster, Constitution, and Goals for each organization
- Direct advising support provided by Residence Life professional and/or graduate staff

Exemptions:

- Hall council treasurers and advisors shall not be required to attend training through Ohio Union and Student Activities. Training for those roles will be provided by staff in Housing and Residence Education.
- Are not eligible to receive Student Activity Fee Operating or Programming Funds
- Graduate students employed by Housing and Residence Education can serve as primary advisors to Hall Councils.

Cohort Programs

Cohort Programs are department managed student groups that are considered department initiatives. These groups receive direct operational support and oversight from a department within campus departments which can include designated space use, internal management of funds, use of department brand, and other department-directed benefits. Cohort Programs are not independent student organizations and are considered university entities. At least 75% of the students in Cohort Programs must be participating on an unpaid basis; a maximum of 25% of the students in Cohort Programs may be paid student staff. CSA may establish additional criteria for accepting new Cohort Programs. Student Life staff will apprise CSA of additions/deletions as requested.

Registration requirements:

- A primary leader, designated through an elections process or appointed by the organization advisor. The primary leader is required to attend Student Organization President Training
- Listed primary advisor employed by The Office of Student Life – this individual is not required to undergo advisor training.
- At least five student members, three of which must be listed as contacts for the organization and updated annually in roster.

Exemptions:

- If the program utilizes a university budget outside of the Student Activity Fee, they are not subject to limitations outlined in the section titled “Prohibited Expenditures”. They must still operate within the guidelines established by that particular budget manager and are subject to all laws and university expenditure policies.
- Are not eligible to receive Student Activity Fee Operating or Programming funds
- May utilize resources in the Center for Student Leadership and Service Resource

Room with the understanding that the appropriate budget will be charged back for expenses each semester.

- Use of the Center for Student Leadership and Service Resource Room, including \$250 annual line of credit for services
- Listed in the Student Organization Directory without undergoing standard annual registration; Not specifically granted active/inactive status – just Cohort status.

STUDENT ORGANIZATION FUNDING GUIDELINES AT OHIO STATE

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Student Organization Funding Guidelines

CSA must act as a good steward of student activity fees (SAF) and the other University resources over which it has jurisdiction. With a limited amount of student activity fee monies, CSA has implemented policies that seek to maximize the impact these funds have on the campus community.

To this end, student activity fee monies were divided into several funding lines when the three student governments agreed on the fee. The beneficiaries are as follows:

- Ohio Union Activities Board
- 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)
- Interprofessional 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 see the most recent Student Activity Fee report at <https://studentlife.osu.edu/holistic-student-support-and-well-being/council-on-student-affairs/meeting-minutes>.

Student Organization Funding Requirements

In order to receive funding from any university entity (including Student Activity Fee funds) organizations must adhere to the following requirements:

- 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.
- An accurate and active Vendor Setup Form / AP Compliance Form on file
- Maintain an independent non-university bank account. It is recommended that President and Treasurer act as signatories. Organizations can bank with any institution of their choice.
- Under no circumstance may university-provided funds intended for student organizations be placed in personal bank accounts.
- Organization must be in financial good standing. 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
- If a student organization partners with a campus department to assist with approved purchases funded by CSA, CSA may issue a direct payment to a department in lieu of a check to the organization.
- It is the organization's obligation to follow expectations set by the university's fiscal administrators regarding payment procedures (i.e., vendor 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 failure 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; and
 - Budgets

Prohibited Expenditures

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

- **Revenue creation:** Programs that profit the organization or individual student(s). For example, Profit -can be considered as made when revenue generated by a program and funding received from CSA/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 charitable cause (501(c)(3)). 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 state law and university policy:** E.g. alcohol, firearms, fireworks, tobacco, and illegal substances, lottery tickets, and contractually prohibited products.
- **Non Coca-Cola Products:** The University has entered into a binding contract with the Coca-Cola Company for exclusive beverage-selling rights on Ohio State property. Student organizations may submit a request via the Coca-Cola Beverage Donation Program to receive free Coca-Cola beverages at their event at go.osu.edu/CokeDonation.
 - Acceptable Coca-Cola brands can be found on Coca Cola's website (with associated Diet/Zero/Flavored varieties): <https://www.coca-colacompany.com/brands>

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

- **Donations:** Direct monetary donations to charitable organizations or individuals; purchase of items to be directly donated to a charitable or other organization at events This excludes materials or supplies used to create items for donation during an event (e.g. fabric to make blankets), which are fundable.
- **Payments to individuals:** Fees paid to any individual, including students, for their services except for any purposes specified in fundable programming expenses. This includes salaries, monetary awards, fees, loans, stipends, fellowships, and scholarships.
- **Payments to 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 submitted on behalf of another organization, department, or entity where collaboration/co-sponsorship is not evident. Collaborative programs must give evidence of active involvement of all sponsoring organizations. Co-sponsorship is more than just a financial subsidy and should entail a partnership in resources and planning between organizations. No more than 10 organizations may collaborate for any given CSA-funded program at a total use of CSA Funds less than or equal to \$30,000. Should collaborative funding requests exceed these limits CSA reserves the right to select which organization(s) will be approved for funding.

- **Activities or expenditures to benefit individuals:** Expenditures designed for the personal gain of individuals and not the organization as a whole, these include but are not limited to the following:
 - Books and subscriptions
 - Local, state, national, or international organization dues in the name of individuals
 - Personal phone charges
 - Printing of resumes and duplication of course materials
 - **Equipment and software:** Costs associated with purchasing equipment, or software for the organization, including electronic devices, etc.
-

Operating Funds

CSA makes available a limited amount of funds to each registered and active organization for its operating expenses in order to encourage student organizations to cover some of their own operating expenses. Student organizations may apply for up to \$500/year for their annual operating expenses. Operating funds will be awarded on a first-come basis until funding runs out, for requests submitted no later than April 1. Applications for operating funds will be processed as follows:

	Application timeframe	Audit due
Fall Operating funds	July 1 – November 1	December 1
Spring Operating funds	November 2 – April 1	May 1

Operating Expenses

BUDGET CATEGORY	FUNDABLE	NON-FUNDABLE
ADVERTISING/ PROMOTION/PRINTING*	Materials and events costs used to recruit members, announce meetings and organizational activities; including but not limited to apparel, banners, posters, flyers, newsletters, and website hosting. Unused items must be distributed, donated, or discarded at the end of the academic year.	
BANK CHARGES/DUES/LEGAL FEES	Charges associated with maintaining checking and savings accounts, costs of purchasing checks; Membership dues for the organization in its local, state, national, or international organization; fees associated with inquiries into 501C3 status and other official matters	Insufficient funds penalties, interest on loans, or costs associated with use and maintenance of a PayPal account; Intramural sports team registrations; legal fees associated with issues of misconduct; minimum balance needed to maintain an organization bank account
BOOKS/ SUBSCRIPTIONS	Electronic or physical literature central to the organization's purpose and readily available to the entire membership. Subscriptions that assist an organization in managing their club, programs, events, or fundraising efforts (such as Sign Up Genius etc.).	
EQUIPMENT/FACILITY RENTAL*	Charges for setup cleanup, non-refundable rain site deposit, electricity, water hook-up, etc. at OSU owned facilities; Rental of equipment	Charges, including rental, of non-OSU owned facilities
FOOD <i>Limited to \$250</i>	Food for recruitment or marketing events	General meetings, special or recognition dinners for members of the organization, meals when

		traveling
MEMBERSHIP AWARDS	Plaques, certificates, non-monetary prizes, and recognitions for organization members	Fuel costs or parking fees, gift cards or monetary awards for organization members
OFFICE SUPPLIES**	Stationery, pens/pencils, paperclips, stamps for general organizational use, and other items. These items must be distributed, donated, or discarded at the end of the academic year.	Office Equipment (including but not limited to phones, copiers, computers, printers, etc.)

TRAVEL/ TRANSPORTATION	Transportation and lodging costs associated with traveling to a membership or leadership retreat, regional or national conference, organizational activities that align with the purpose of the organization, competition where the purpose of the program aligns with the purpose of the organization; conference registration costs; parking fees or gifts for speakers at organization meetings; Gifts for speakers affiliated with OSU may not exceed monetary value of \$100.	Admission tickets for access to museums or other events in associated travel, parking fees for speakers who are employed by OSU
OTHER	Organizations who request funds for operating expenses that do not appear on this list and if those items are not prohibited expenditure	Expenditures designed for the financial gain or profit of the organization or individual not including expenses that support fundraising efforts (online subscriptions, supplies for fundraising)

* Note: Consumable or Operational supplies may be kept and reused by the organization, but organization owned equipment is not fundable.

** Note: Organizations should utilize their Resource Room Line of Credit to help mitigate these expenses

Operating Audit Process

Operating funds audits for funds requested in the fall operating window will be due December 1, audits for spring operating funding will be due May 1. The submitted audit (to include CSA Operating Funds Audit Form, original, itemized receipts, and proof of payment) must be complete and according to the guidelines in order for the organization to be eligible for CSA funding the following year. Failure to complete the operating funds audit by the appropriate deadline will result in the organization losing access to the Resource Room Line of Credit, and not being eligible for active status until the audit is completed (p. 8).

Programming Funds

CSA makes available limited funds to registered and active student organizations for their programs. Active Student Organizations may apply for up to \$3,000/year for their programs. Active-Established Student Organizations may apply for up to \$4,500/year. Student organizations may apply for funding for multiple programs throughout the year, but must submit a separate funding request for each individual date, and are only eligible for funding up to their per-year limit. If an organization changes status throughout the year, the organization will be evaluated with their current status at the time of the program. If an organization is in pending status and their event happens in the registration window, they will have 30 days from their event to become active. If they cannot meet that deadline, the organization should contact the CSA Fiscal Coordinator. Programming funds will only be disbursed after submitting the CSA Programming Funds Audit Form, all original, itemized receipts for fundable programming expenses and an assessment of the program.

Monies set aside for student organization programming will be divided up so there are funds available for programming each academic term. The Allocations committee reserves the right to change this distribution at their discretion. Funds not awarded in summer term or fall semester will be rolled forward into the next term's allocation. Monies are distributed so more funds are available in periods where traditionally more programs are held.

Summer	Autumn	Spring
10%	40%	50%

Registered student organizations seeking student activity fee funding for their programs must apply for program funding by corresponding deadline based on the proposed event date, as follows:

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

Annual funding begins with programs occurring on July 1. The funding cycle ends on June 30 each year. Advisors should approve programming funds requests prior to the request deadline. If an advisor misses the deadline, they should contact the CSA Fiscal Coordinator with the approval.

The CSA Allocations Committee will evaluate all requests and notify student organizations via e-mail of its decision within one month of the deadline. Changes to the funding guidelines go into effect for the next funding window. Changes made by CSA before a funding deadline will be in effect for programs starting in that respective funding window. Both sets of guidelines are available on the Student Organization website for reference during this period. If necessary, organizations may change the date of their program within a funding window. CSA must be notified prior to any event date changes.

Each program must be classified by the student organization as one of the following depending on the program's emphasis:

- Academic
- Arts
- Community

- Outreach/service
- Social
- Sports/recreational
- Personal/Professional Development

Fundable Programs

A fundable program, for the purpose of student activity fee funding, is defined as an educational or service activity held on campus or a service/outreach activity held off-campus. Fundable programs must: be open to all fee-paying students (Columbus campus) and may not exclude students beyond the membership of the sponsoring student organization(s). They must also provide developmental and educational outcomes for all participants, and be broadly marketed beyond the membership of the sponsoring student organization. These outcomes may be tied to the student organization's purpose statement. Programs must be held on-campus. Programs may occur at multiple locations, however all locations must be on-campus. Programs requiring a certain skill for participation must provide training beforehand for students who wish to acquire it OR have a way for any student to participate. Spectating is considered a form of participation.

Additional Considerations: Requests for funding **may** be evaluated based on any number of factors including but not limited to (in no particular order):

- Cost per person. Keep in mind that each Columbus Campus OSU student pays \$37.50-\$40/semester into the Student Activity Fee. The dollar amount per student attendee is subject to consideration in CSA's review and approval of requests. In the event of CSA budget constraints, programs that serve a greater number of students to maximize the Student Activity Fee dollars are more likely to get approved
- Clarity of request. Incomplete or vaguely worded requests will not be approved
- Program contributes to the broad educational or service mission of the University as expressed in the philosophy statement on student organizations
- Degree of interaction amongst participants in a predominantly social program
- Whether at least 75% of expected attendees are fee-paying/Columbus-campus Ohio State students; see the "Greater Community Programs" below
- For programs with admission fees, such charges should be minimal and not cost-prohibitive to attendees see "Cost-Prohibitive Programs"
- Indication of the student organization's ability to implement the program within its stated timeline and available resources
- Student organization's history of successful and responsible programming and budgeting
- Comparison with similarly classified programs in the same funding window;
- Program content is unique in contrast to concurrent requests
- In a series of events, participants shall be able to equally attend all components of the series regardless of prior or future attendance

Instances of prior funding for a program are not a guarantee of future funding. All allocations are subject to the availability of funds

Cost-Prohibitive Programs:

- Events lasting less than or equal to 4 hours – cost for OSU students shall be no greater than \$5
- Events lasting greater than 4 hours but less than or equal to 12 hours – cost for OSU students shall be no greater than \$20
- Events lasting greater than 12 hours – cost for OSU students shall be no greater than \$40
- Service/outreach event cost to the student should be equal to or less than a comparable domestic or international Buck-I-Serv trip

- Non-OSU students are not subject to program cost restrictions, OSU student costs must be less than or equal to Non-OSU students costs

Marketing: A program is not fundable if it is advertised to a limited constituency. A well-marketed program is advertised to a wide range of students through a variety of mediums, including:

- Student Life Online Calendar
- Digital Screen marketing in Ohio Union
- OnCampus Weekly
- Lantern Advertisement
- Social Media Marketing
- Chalking
- Flyers
- Email lists

On-Campus: In the spirit of making programs accessible to fee-paying students, programs must be hosted on-campus, defined as the Columbus-campus property of The Ohio State University and the University District defined by four borders: north to Patterson Avenue; east to Summit Avenue; south to King Avenue; and west to North Star Road, and any properties owned and managed by The Ohio State University in Franklin County. To receive funding, programs must take place on-campus and at a reserved public venue, as opposed to a private residence generally not accessible to the public. Programs that take place in residence halls must provide appropriate building access to participants. If a program takes place at multiple locations, all must be on campus and noted in the application. If an outdoor event moves around campus (for ex: a run around campus), the starting location must be noted in the application. Property owned and operated by The Ohio State University outside of the above listed borders (e.g. Scarlet & Gray Golf Course, Urban Arts Space, OSU Airport, etc.) are considered “on-campus” and eligible locations for programs. An updated list of facilities will be provided on the website at the start of each registration year. Programs held at non-OSU facilities within the borders stated above are eligible for funding, however costs associated with the rental of these facilities will not be reimbursed, as they are not OSU-owned.

Programs cannot be funded if they are outside of the borders stated above, unless they are a service/outreach program. Ohio State regional and extension campuses are not considered on-campus locations for the purposes of Student Activity Fee funded programs.

Service/Outreach: Hands-on, volunteer activities benefiting others outside of the sponsoring organization/community in an off-campus location (locations not defined in the “On-Campus” section above). Service at professional meetings, conferences and competitions does not constitute fundable service. If the program requires special skills or training, the program must include other opportunities to allow all interested students to participate. For Service/Outreach programs held off-campus, the only categories for funding are travel to the service site, lodging while on site, supplies, materials, or equipment rentals used for volunteer activities during the service trip. Activities constituting service/outreach must include a diversity of volunteer participants outside of the sponsoring organization(s). Due to the nature of service/outreach activities, event beneficiaries can outnumber the number of Ohio State students without being classified as Greater Community Programs.

Greater Community Programs: On-campus programs in which the intended participant audience has the potential to be of a majority of non-Columbus campus Ohio State University Students have additional restrictions. In the case of expenses associated with such a program, those items which are tangible and available to a limited number of participants (e.g. food, takeaways, apparel) are not fundable, though expenses for items available to all participants (e.g. OSU facility rental, speaker fees) are fundable.

Non-Fundable Programs

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

- **Banquets, Galas, and Receptions:** Programs in which the primary purpose is food consumption without a developmental outcome relating to said food, including an end-of-the- year or award banquet, gala, or reception that is not part of a larger program
- **Food Sale Philanthropies:** Programs which sell or otherwise provide food for a philanthropy, without other programmatic elements
- **Organization Recruitment:** Programs in which a primary purpose is recruitment of new members. This includes recognition events or organization kick-off meetings
- **Organization Recognition:** Programs designed for the recognition of the organization or its individuals
- **Corporate Recruitment:** Programs in which a primary purpose is recruitment for a company
- **Department-run Programs:** Programs in which the majority of planning and executing is handled by university staff, rather than student organization membership.
- **Meetings:** Organization meeting or any program during a meeting; Programs held during an organization's meeting time, when marketed as open programs, are fundable
- **Tabling and Drop-in Events:** Events in which literature or material is passed out with limited interaction, or in which participants are merely passers-by without engagement beyond viewing material or a single activity. Such events may be eligible for CSA Operating Funds. The event must be designed so that people spend an extended period of time at it and meaningfully engage with the program.
- **Study Table Events:** Events where rooms or spaces are simply reserved for participants to do work that is not part of a larger program.
- **Academic Program Requirement:** Programs in which there is an academic requirement (e.g. capstone project or class) in order to present/attend will not be funded
- **Religious or Worship Services:** E.g. masses, prayer circles and meetings, sabbats, seders, Shabbat services (meal, reading part of exodus)
- **Political and Lobbying Activities:** E.g. partisan political activities, political campaigns, or political lobbying
- **Gambling:** Any part of a program that involves a paid game of chance where participant exchanges anything of value for the opportunity to play. These programs include but are not limited to casino nights, card tournaments, and raffles.
- **Signature Funding:** Events that are considered Student Activity Fee funded Signature Funding events are not eligible for Programming Funds
- **Prohibited Expenses:** As listed above in section "Prohibited Expenditures"

The program, as executed, must not deviate significantly from the program described in the original request. The Allocations Committee reserves the right to restrict funding for such programs.

Programming Expenses

When preparing a program budget, keep in mind that each OSU student pays \$37.50-\$40/semester into the Student Activity Fee.

BUDGET CATEGORY	FUNDABLE	NON-FUNDABLE*
SPEAKER COSTS <i>Donated time is limited to \$250/hr in the budget</i>	<p>If your speaker is not affiliated with OSU, speaking fees, gifts, the speaker/presenter travel costs, including event parking, transportation, meals, and lodging (up to one night before and after the event) are fundable.</p> <p>OSU personnel/faculty speaking on a topic unrelated to OSU position or research.</p> <p>Gifts for speakers affiliated with OSU may not exceed monetary value of \$100.</p>	<p>OSU personnel/faculty for services rendered if they are included within the services for which they are employed by the University.</p>
ENTERTAINMENT	DJ, artist, rental of licensed copy of film or other entertainment media	<p>Rental costs for non-licensed copies of films. Entertainers that are OSU affiliated.</p> <p>Copyright laws</p>
OSU PHYSICAL FACILITIES	Charges for setup and cleanup, including electricity, water hook-up, tables and chairs at OSU owned facilities; Non-refundable rain site deposits contingent upon event occurrence.	<p>Charges, including rental, of non-OSU owned facilities</p> <p>Parking passes for staff and faculty who are not speakers or entertainment</p> <p>Bar set-up fees</p>
PERSONNEL	Costs associated with providing uniformed or plain-clothes officers, EMS/Fire prevention officers, catering/event staff, or referees/officials as programming/activity may demand; Costs associated with service fees for catering.	Bartender, non-essential personnel, direct payments to personnel that are OSU students
EQUIPMENT RENTAL	Rental of equipment, linens, costumes not available for free from the university	Purchase of costumes, equipment or electronics, including digital cameras, software, cell phones and PDAs
CONSUMABLE SUPPLIES <i>Food items for a cooking demonstration fall under the FOOD AND BEVERAGE category</i>	<p>Costs associated with consumable supplies not available for free at the university including but not limited to decorations, paper goods and plastic cutlery, flowers, building materials needed for temporary set construction, printing of tickets for a program. Costs associated with producing items at a program. Items can be kept by organization if used for other events they host within a year, but otherwise must be discarded or donated.</p>	<p>Costumes, props, etc.</p> <p>Tickets purchased for a program Purchase of a permanent photo booth</p>

<p>FOOD AND BEVERAGE</p> <p><i>Food and beverage charges per attendee should not exceed \$30/person per meal.</i></p> <p><i>Enough food and beverage must be provided for all Ohio State student attendees expected at an event.</i></p>	<p>Costs associated with providing food and beverage at a program.</p> <p>Events hosted in the Ohio Union and RPAC spaces must coordinate food through University Catering. CSA can pay University Catering directly/on a non-reimbursement basis.</p> <p>Food and beverage costs are fundable only if they comply with campus building catering policies.</p>	<p>In accordance with the Coca-Cola contract, competitive products may not be purchased or distributed</p> <p>Food and beverages will not be reimbursed if they violate venue regulations (e.g. outside food cannot be brought into the Union without permission)</p>
<p>PUBLICITY</p> <p><i>Limited to 20% of total program cost</i></p>	<p>Costs for publicizing a program with flyers, posters, advertising in local media. Costs associated with apparel for the publicizing of a program;</p>	
<p>INCENTIVES/TAKE-AWAYS/PRIZES</p> <p><i>Limited to 50% of the total program cost</i></p> <p><i>Up to \$10 per attendee may be spent on prizes. Any single prize item must be no more than \$200.</i></p> <p><i>Items distributed prior to a program fall under the PUBLICITY category.</i></p> <p><i>If programming funds are used on a cash equivalent item (gift card, voucher, or other item that can be used to pay educational expenses included in the cost of attendance) used as a prize, gift, or award then an additional audit form must be submitted for federal student aid requirements. This applies if a student attendee of a program is given the prize, gift, or award as a result of winning a contest or drawing. If the prize, gift, or award is not funded through programming funds, this does not apply.</i></p>	<p>Costs associated with items given at the conclusion of a program. Enough takeaways should be ordered for all anticipated Ohio State student attendees, all students attendees must be equally eligible to receive takeaways. All Ohio State student attendees must be equally eligible to receive a prize given through a random drawing. Costs associated with incentives used to publicize or promote event attendance and engagement. Costs associated with prizes given out as a result of winning a contest or drawing.</p> <p>Food is in this category if it is not consumed at the event, but rather given at the end of the event.</p> <p>Gift cards (vouchers, etc.) are fundable as a prize for a contest or drawing. If used, a form with the recipient's name and contact information must be submitted as part of the program audit. If the audit form is not completed your organization may not be reimbursed for these expenses.</p>	<p>Raffles</p>
<p>APPAREL</p> <p><i>Limited to 20% of the total program cost</i></p>	<p>Costs associated with apparel at a program. Enough apparel should be ordered for all anticipated Ohio State student attendees or all volunteers at a program. If providing to all attendees, all student attendees must be equally eligible to receive apparel.</p>	<p>Apparel only for organization members or a non volunteer select group of people, costume purchase</p> <p>Apparel sold as a fundraiser</p>
<p>SERVICE / OUTREACH EXPENSES</p> <p><i>Limited to 50% of total program cost</i></p>	<p>Costs associated with travel to and lodging at the service site.</p> <p>Supplies, materials, or equipment rentals used for volunteer activities during the service trip.</p>	

*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.

Program Payment and Reimbursement Process

Reimbursements to student organizations are the most common way that CSA pays for events. CSA is able to pay a number of entities directly and will endeavor to do so to minimize the upfront cost to student organizations. These include

- Ohio Union
- University Rec 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. The audit process is outlined below.

Audit Process

- Audits are due to the CSA Fiscal Coordinator not later than 30 days after the scheduled date of the program in order to receive funding reimbursement. Any programming event date change should be communicated to the CSA Fiscal Coordinator prior to the original submitted date, in order to ensure the audit can be processed from the date the event actually occurs.
- If a date change causes a program to move to a different funding period, the approved status / approved funding of the program is not guaranteed as the Allocations committee may need to review the program and available funds again.
- The CSA Fiscal Coordinator will send communication to organizations after their scheduled program with instructions for completing the audit, including the audit due date and how to request an extension of their audit due date. Reimbursement programming funds will only be disbursed after submitting a CSA Programming Funds Audit Form, all original, itemized receipts for fundable programming expenses and an assessment of the program. Audits submitted later than 30 days from the communicated scheduled date will be considered void.
 - If an organization requires additional time to complete an audit they may request an extension by contacting the CSA Fiscal Coordinator
- Programming funds reimbursement checks will be distributed to student organizations via the Resource Room. Checks expire within 120 days and will not be reissued due to check expiration.
- If an outside speaker/DJ/performer is being paid for services, it is preferred that they send you an invoice showing that you have paid. If that is not available, please submit a copy of a cashed check along with a flier for your event.
- Audits should include all original, itemized receipts showing paid and proof of any income if the event raised funds or received sponsorship. After the audit has been reviewed, the Fiscal Coordinator will work with the student organization to determine if a donation needs to be made to a 501(c)3 organization to ensure the organization does not profit.
- In the event that a scheduled program does not occur, programming funds cannot be released. CSA Allocations is not responsible for cancellations, unfavorable weather conditions, or contingencies that otherwise affect the occurrence of a scheduled program.
- If funds are used on a cash equivalent item (gift card, voucher, or other item that can be used to pay educational expenses included in the cost of attendance) used as a prize, gift, or award then an additional audit form must be submitted for federal student aid requirements.

Appeal Process

A student organization may request the CSA Allocations Committee reconsider its decision. A request for reconsideration must be initiated within 7 calendar days of a student organization's receipt of notification that their request for funding was denied. Appeals to the CSA Allocations Committee may be made in writing only. All such appeals should be sent to the CSA Fiscal Coordinator, after which they will be forwarded to the CSA Allocations Chair for review at the next regular Allocations meeting. Organizations may not request a greater total amount in their appeal than in their original request – however, they may adjust categories as necessary. Appeals will not be heard until all original programming requests have been heard for that funding window. Most appeals are heard 6-8 weeks after the original programming request deadline.

Should the CSA Allocations Committee not reverse its decision, the student organization may ask the CSA Full Council to review the decision of the CSA Allocations Committee. This review must be requested in writing within 7 calendar days of a student organization's receipt of the notice of the CSA Allocations Committee's decision. CSA will review the decision of the CSA Allocations Committee using all available application and appeal materials. The decision of CSA Allocations can only be overturned by a 2/3 majority of CSA Full Council. All such requests should be sent to the CSA Fiscal Coordinator, after which they will be forwarded to the chair of CSA. The second appeal is usually heard in the funding window for which the student group is appealing. This can take 8-10 weeks from the original programming request deadline.