

# STUDENT ORGANIZATION OFFICER TRAINING

## Online Treasurer Training | Notes and Questions

### Key Roles in My Organization

*The role of the treasurer includes...*

*The role of the president includes...*

*I will build a strong relationship with my president by...*

*The role of the advisor includes...*

*I will build a strong relationship with my advisor by...*

### Student Organization Funding

*The key elements of a budget include...*

*My organization may apply for up to \$ \_\_\_\_\_ in Operating Funds annually. The only person who may submit CSA funding applications is the \_\_\_\_\_. Operating Funds applications may be submitted on a rolling basis between \_\_\_\_\_ and \_\_\_\_\_. Operating Funds are issued \_\_\_\_\_. Operating Funds audits are due by \_\_\_\_\_.*

*My organization may apply for up to \$ \_\_\_\_\_ or \$ \_\_\_\_\_ (depending on Active status) in Programming Funds annually. The only person who may submit CSA funding applications is the \_\_\_\_\_. Programming Funds applications must be submitted by one of \_\_\_\_\_ specific deadlines. Programming Funds are issued by \_\_\_\_\_ and only after an audit has been submitted. Programming Funds audits are due within \_\_\_\_\_ days of the program.*

## **Student Organization Funding (continued)**

All funding audits must include receipts that are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.  
Audits and receipts – for Operating and Programming Funds – may be submitted to the \_\_\_\_\_.

## **Annual Registration Requirements**

Make note of which registration window your organization is listed in – **autumn or spring**. Not sure? Check your Org Information in the [Student Org Management System](#).

Registration requirements include trainings, online updates, and online approvals.

- The president must complete online and in-person training every \_\_\_\_\_ year(s).
- The treasurer must complete online and in-person training every \_\_\_\_\_ year(s).
- The advisor must complete training every \_\_\_\_\_ year(s), either in-person or online.
- The president must submit the following online forms:
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- Advisors must submit two online approvals for \_\_\_\_\_ and \_\_\_\_\_.

## **Campus Resources**

Key campus resources that will be useful for my student organization this year include:

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Questions that are still unanswered include:

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To register for the in-person treasurer training session, visit [activities.osu.edu/involvement/student\\_organizations/training](http://activities.osu.edu/involvement/student_organizations/training)

For more information, contact [csls@osu.edu](mailto:csls@osu.edu)

