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](activities.osu.edu/involvement/student_organizations/training)

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