STUDENT ORGANIZATION
OFFICER TRAINING
for Treasurers

THE Ohio STATE University
OFFICE OF STUDENT LIFE
STUDENT ACTIVITIES
Training Outline

• Introductions
• Treasurer Responsibilities
• Available Funding
• Auditing CSA Funds
• Registration Basics
• Roles and Responsibilities
• Resources for Operations
Role of the Treasurer

- **Approve Spending**
- **Chief Financial Officer**
- **Manage All Funds**
- **Request Funds**
- **Financial Wellness**
- **Provide Financial Leadership**
- **Collect Dues**
- **Maintain Records**
Budget Management

Maintain Written Budget
- Google Doc
- Cell phone Apps
- Mobile Banking

Approve All Expenses
- Only YOU can approve expenses
- Don’t spend more than you have
- No receipt = No reimbursement

Keep All Financial Records
- Present frequent updates to organization
- Builds more accurate budgets
- Pass along to next treasurer
# Sample Budgets

## Operating Expenditures

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted Cost</th>
<th>Actual Cost</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binders</td>
<td>45</td>
<td>30.95</td>
<td>-14.05</td>
</tr>
<tr>
<td>Pens/Pencils</td>
<td>15</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Printer Ink</td>
<td>65</td>
<td>70</td>
<td>5</td>
</tr>
<tr>
<td>New Member Tshirts</td>
<td>350</td>
<td>325.97</td>
<td>-24.03</td>
</tr>
<tr>
<td>Printer Paper</td>
<td>50</td>
<td>60</td>
<td>10</td>
</tr>
<tr>
<td>National Dues</td>
<td>3500</td>
<td>3500</td>
<td>0</td>
</tr>
<tr>
<td>National Conference Travel</td>
<td>1000</td>
<td>600</td>
<td>-400</td>
</tr>
<tr>
<td><strong>OVERALL (A)</strong></td>
<td><strong>5025</strong></td>
<td><strong>4602.92</strong></td>
<td><strong>422.08</strong></td>
</tr>
</tbody>
</table>
Sample Budgets

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted Cost</th>
<th>Actual Cost</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio Union Space</td>
<td>2000</td>
<td>2000</td>
<td>0</td>
</tr>
<tr>
<td>Catering</td>
<td>500</td>
<td>800</td>
<td>300</td>
</tr>
<tr>
<td>A/V Needs</td>
<td>300</td>
<td>250</td>
<td>-50</td>
</tr>
<tr>
<td>Labor</td>
<td>167.5</td>
<td>167.5</td>
<td>0</td>
</tr>
<tr>
<td>Overall (B)</td>
<td>2967.5</td>
<td>3217.5</td>
<td>0</td>
</tr>
</tbody>
</table>
## Sample Budgets

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted Income</th>
<th>Actual Income</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Dues</td>
<td>5000</td>
<td>5000</td>
<td>0</td>
</tr>
<tr>
<td>Annual Fundraiser</td>
<td>2000</td>
<td>2500</td>
<td>500</td>
</tr>
<tr>
<td>Alumni Donations</td>
<td>500</td>
<td>300</td>
<td>-200</td>
</tr>
<tr>
<td>OVERALL (C)</td>
<td>7500</td>
<td>7800</td>
<td></td>
</tr>
</tbody>
</table>
Event Planning

- Be involved with the planning stages of each event
- Meet regularly with chairs to discuss budget
- Set realistic expectations and budgets
Fundraising

- Organizations may only partner with Barnes and Noble if fundraising with a bookstore

*No spending restrictions on money you raise*
Based on university agreements…

Barnes & Noble (fundraising)
Coca-Cola (sponsorship)
Huntington Bank (first right of refusal)
U.S. Bank (for events in the Ohio Union only)
Additional Funding Resources

ouab.osu.edu
ipc.osu.edu
cgs.osu.edu

usg.osu.edu
Fundraising, Sponsorship, Collaboration

• A great way to supplement your budget!

• Your organization is able to raise funds however you’d like to while keeping in mind state and federal laws for exchanging money

• Collaborate with Offices and Departments on campus or other student organizations
Coke Beverage Donation

- Donations are for events, rather than for meetings
- The event must be on or near campus
- The request must be made at least 2 weeks prior to the event
- Not able to serve or distribute non-Coca-Cola products on campus property, nor use university funds to purchase non-Coca-Cola products for events or programs on or off campus.

http://studentlife.osu.edu/coke
CSA Funding Process
All students pay $37.50 into the activity fee each semester. The fee is allocated to:
Funding Oversight

Council on Student Affairs

Allocations Subcommittee
Student Activities Staff
Treasurers
Eligibility for Funding

1. Obtain EIN from IRS
   - Check out activities.osu.edu for step by step instructions

2. Complete AP Compliance form
   - Form can be found on the Student Activities website

3. Create organization checking account
   - Huntington, US Bank, and PNC are great options

4. Apply for funds
   - Only the treasurer can apply for CSA funds
Funding website

http://activities.osu.edu/involvement/student_organizations/funding

Important funding information can be found on this page:

• Audits
• EIN information
• AP compliance form
From here, you can view EIN information, past and current requests and their status.
Operating Funds

Very flexible for use in daily operations

Apply between July 1st and April 1st

Check cut in advance

$200 annually

Submit receipts and unused funds by May 1st
Operating Expenses

- Advertising Promotion Printing
- National Dues Fees
- Travel and Transportation to retreats and conferences
- Bank Charges Checks
- Membership Awards
- Equipment Costs Facility Rental Fees
- Books Subscriptions
- Office Supplies

Up to $100 on food for recruitment events

*No computer equipment
Operating Funds Request
Apply for funds online

Pick up check from Resource Room

Submit audit by May 1st

Receive email once request has been processed

May be asked for additional information

It is ok if actual expenses differ from your application

Only the treasurer has access to the application

Will receive a confirmation email right away

Submit all receipts and unused funds at once

It is ok if actual expenses differ from your application

Submit audit by May 1st

Receive email once request has been processed

May be asked for additional information

It is ok if actual expenses differ from your application

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Apply for funds online

Pick up check from Resource Room

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Submit audit by May 1st

Receive email once request has been processed

May be asked for additional information

It is ok if actual expenses differ from your application

Submit audit by May 1st
Top Five Things You Need to Know About Operating Funds

1. $200 annually
2. Spend on items needed for day to day operations
3. Apply between July 1\textsuperscript{st} and April 1\textsuperscript{st}
4. Submit audit by May 1\textsuperscript{st}
5. Only the treasurer has access to the application
Questions?
Programming Funds
Programming Funds

Eligible for $2000 or $3000 depending on level of active status

Funds issued on a reimbursement basis

Can pay departments, the RPAC, and Ohio Union directly

Must submit receipts within 30 days of your event

Apply by one of 5 deadlines, depending on event date
# Programming Funds

## Request deadline based on event date:

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16 - October 15</td>
<td>July 1</td>
</tr>
<tr>
<td>October 16 – December 31</td>
<td>September 1</td>
</tr>
<tr>
<td>January 1 – March 15</td>
<td>November 15</td>
</tr>
<tr>
<td>March 16 – May 31</td>
<td>February 1</td>
</tr>
<tr>
<td>June 1 – August 15</td>
<td>April 15</td>
</tr>
</tbody>
</table>
Fundable Programs

1. Educational or Service Activity
2. Open to all students across campus
3. Broadly marketed
4. Be held on campus

Ideas: Panel, Workshops, Debates, Speakers, Film Series, Events, more…
Non-Fundable Programs

- Revenue Creation
- Tabling
- Donations
- Banquets
- Political Lobbying
- Recruitment
Reimbursement Categories

**Fully Fundable**
- Reimbursed up to the approved amount
- Speaker fees, venue rentals
- Consumable supplies, speaker travel

**Percent Limited**
- Reimbursed at a percentage of total expenses
  - Food (40%)
  - Apparel (20%)
  - Marketing (20%)
  - Takeaways (20%)
  - Service Travel (50%)
Programming Funds Request
Programming Funds Timeline

**Apply by deadline**
Will receive confirmation email

**Submit audit within 30 days**
Will receive two emails – check has been requested and check available

**Hold program**
Will be approved or asked for more information

**Pick up check**

**Allocations committee review**
Your actual expenses can vary from your application – email MacGregor if unsure

**Will receive**
confirmation email
Top Five Things You Need to Know About Programming Funds

1. $2000 or $3000 annually
2. Issued on a reimbursement basis
3. Some reimbursements are based on a percentage
4. Apply by 1 of 5 deadlines, based on event date
5. Audits due 30 days after event
Questions?
Completing Audit Forms
Submitting an Audit

- Audit forms can be found on Student Activities website
- Must show proof of payment and exactly what was purchased
- It's ok if actual expenses vary from the original application
1. Write in your student organization, event name, and event date.

Full Student Organization Name: The Brutus Buckeye Fan Club

Title of Program: We Love Brutus 2K15

Date of Program: January 11th, 2015

2. List expenses individually in the most appropriate column.

<table>
<thead>
<tr>
<th>Category</th>
<th>Vendor(s)</th>
<th>Amount Spent</th>
<th>Explanation</th>
<th>Audited Amt. [Office Only]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. Entertainment</td>
<td>Ex. Southwest Mr. Brutus Staples</td>
<td>Ex. $290 $200</td>
<td>Ex. Speaker Flight Speaker Fee (waived)</td>
<td>Printer cartridge, nametags</td>
</tr>
<tr>
<td>Speaker Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Attach all receipts to audit sheet and drop off at the Resource Room.
Each item purchased is listed separately and lists each unit price along with total.

Purchase only Coca-Cola Products!
Acceptable!

You may need multiple documents to show itemization and proof of payment!

Proof of payment
WebCheckout Invoice

Invoice number: I-55946958

Created: 8:43 AM, 4/21/2011

Location:
Reserve Equipment and Materials (IT Service Desk), 2009 Millikin Rd., Room #025 - Phone 614-292-3131

<table>
<thead>
<tr>
<th>Charges</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4/21/2011</td>
<td>$15.00 per wireless mic, rented 2 mics</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payments</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4/21/2011</td>
<td>Invoice paid by: $30.00, receipt: 1-55946958 -- usage fee</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Terms

Amount Due: $0.00

Acceptable!
Not Acceptable

Payment received in the amount of $3000.

Robyn
April 1, 2011

robyn@robynhds.com
Proof of Payment: Cancelled Check

From the bank account, not a photocopy of the check

This (or bank statement) shows the funds have cleared your account.
Not Acceptable

Itemized, shows amount, does not show proof of payment
Not Acceptable

Illegible – this group waited too long to turn in their audit!
Ohio Union Event Services
2008 Ohio Union
1739 North High Street
Columbus OH 43210
Phone 614-292-5200 / Fax 614-292-1816

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**Invoice**

**Client:**

Edward Greenblatt
8th Floor Improv Comedy Group
109 Morrison Tower
CAMPUS

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 PM - 11:30 PM Bellwether Improv Festival (Confirmed) U.S. Bank Conference Theater</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room Charge:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less 50% Discount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ohio Union Equipment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/V Equipment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 PM - 11:30 PM Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microphone - Wireless - US Bank Conference Theater</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less 50% Discount</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Invoice Number:** 77380

**Invoice Date:** 4/15

**Due Date:** 5/20

**Event Name:** Bellwether Improv Festival

**Reservation No.:** 95

**Credit Card/100 W**

**Price**  
**Amount**

---

Users of the Ohio Union for event purposes must submit full payment of fees no later than 30) days from the receiving of the event invoice.

Changes or disputes to the invoice can be made within seven (7) days of receiving the invoice.

The Ohio Union appreciates your feedback and has created an online feedback form:
http://ohiounion.osu.edu/plan_an_event/contact/event_services_event_invoices/

Thank you!

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Friday, April 01, 2011

6:00 PM - 11:30 PM Bellwether Improv Festival (Confirmed) U.S. Bank Conference Theater

Reserved: 5:30 PM - 12:00 AM

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Acceptable!
Top Five Things You Need to Know About Completing an Audit

1. Original, itemized receipts including proof of payment required
2. May need multiple documents to show that!
3. Audit forms found on the Ohio Union website
4. Operating and Programming audits have different due dates
5. Submit to Resource Room
Questions about funding?

MacGregor Obergfell (Obergfell.1@OSU.edu)
Fiscal Officer for Student Life

Weekly office hours:
- Mondays 1-2:30pm (Destination Ohio Room)
- Thursdays 10:30am-12pm (Destination Ohio Room)

Visit activities.osu.edu for updated office hours
Questions?
President’s Role: Registration Basics
Registration Windows

Two Registration Windows

<table>
<thead>
<tr>
<th>Window</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Window</td>
<td>February 15 – April 30</td>
</tr>
<tr>
<td>Autumn Window</td>
<td>August 1 – October 15</td>
</tr>
</tbody>
</table>

- Organizations **self-select** their window
- Pick your Window based on officer transitions
- For new organizations: All requirements must be completed within 60 days or by the last day of the registration Window – whichever is later.
Registration Windows

• Complete all your registration requirements during your organization’s Window each year.

*Trainings completed outside of your registration window only apply to PREVIOUS registration window requirements.
Annual Registration Requirements

President
- Training
- Complete online registration

Treasurer
- Training

Advisor
- Training (bi-annual)
- Approvals: Registration, Goals, Funds
Registration & Management

Roster Page

Required:

- Primary Leader
- Secondary Leader
- Treasurer
- Advisor
- Must have a minimum of 5 OSU students
- List all members in roster

May list other officer positions
Add new or delete old members
Must approve all returning members each year
If you have co-Presidents, both must complete President Training for both to have login access

Must list first name, last name, lastname.# & email address – enter carefully!
Registration & Management

Registration Statuses

Organizations switch to **Pending** at the start of their Window
# Registration Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
</table>
| Inactive             | Organizations that have not completed all registration requirements by their registration Window deadline.  
                        | *Ineligible to use the free resources for student organizations.                               |
| Pending              | Brand new organizations or organizations in the process of completing registration requirements. |
| Active – New/Re-established I or II | All registration requirements completed by the deadline; organizations that have been registered for less than 2 continuous years or have less than 15 members |
| Active - Established | All registration requirements completed by the deadline; organizations that have been registered for more than 2 continuous years and have at least 15 members |
Status Progression: Representation of end of window

If all requirements are met:

- Inactive
  (or no previous status)
- Active New/Re-established I
- Active New/Re-established II
- Active New/Re-established II
- Active/Established
- Active/Established

- Inactive
  If requirements aren’t met
- Inactive
  If requirements aren’t met
Academic Requirements

Minimum GPA Requirements for officers

<table>
<thead>
<tr>
<th>Officer</th>
<th>Minimum GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>2.0</td>
</tr>
<tr>
<td>Graduate</td>
<td>3.0</td>
</tr>
<tr>
<td>Professional</td>
<td>2.0</td>
</tr>
</tbody>
</table>

- Officers must be enrolled in classes full time
- Students may not serve as an officer of more than 3 different student organizations
Academic Requirements

If these requirements are not met:

<table>
<thead>
<tr>
<th>1\textsuperscript{st} semester</th>
<th>An email will be issued as a warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>2\textsuperscript{nd} semester</td>
<td>Officer will be asked to find a replacement and step down</td>
</tr>
</tbody>
</table>

You are a student first!

We want your involvement to be a complement to your experience at Ohio State.
Clery Reporting

*What is the Clery Act?*

The Clery Act is short for the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which is a federal consumer protection statute tied to a University’s eligibility for Title IV funding. Non-compliance can lead to removal of active status and potentially the removal of federal funding for Ohio State University.

*Why do I need to report this information?*

- Ohio State is required to contact Law enforcement authorities where Ohio State or its student organizations controlled property for a period of time.
- ‘Control of property’ is a broad definition that may apply to the off-campus activities or trips that student organizations sponsor.
- President of your organization will fill this report out
Role of the President

Online management system requirements
- Attend president's training
- Complete general information
- Enter goals
- Upload updated constitution
- Approve organization’s roster
- Fill out Clery form about events

Managing your organization
- Manage room reservations
- Utilize resource room line of credit
- Coordinate meetings and events
- Primary contact for organization
- Communicate with treasurer, officers, and members

Preparing your organization for success
- Provide a vision for organization
- Help manage conflicts
- Ensure good morale and teambuilding
- Identify and prepare future leaders
# Role of the Advisor

## Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend advisor training every 2 years</td>
</tr>
<tr>
<td>Approve registration, goals, and funding requests</td>
</tr>
<tr>
<td>Sign and upload indemnification letter online New!</td>
</tr>
</tbody>
</table>

## Leadership of Organization

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary resource for the organization</td>
</tr>
<tr>
<td>Provide continuity, perspective, suggestions, and advice</td>
</tr>
</tbody>
</table>
All student organizations must have an advisor
- Must be an OSU faculty or staff member
- You may have more than one advisor

Graduate and professional students and civil service employees are not eligible
- may serve as co-advisors
Questions about registration?

Center for Student Leadership & Service

CSLS@OSU.edu

Anna Fredendall – Fredendall.7@osu.edu

Weekly office hours: Mondays (1-2:30pm Coasters and Carnivals Room) Thursdays (10:30am-12pm Coasters and Carnivals room)
Resources for Operations
Keith B. Key Center for Service and Leadership Resource Room

• Each student organization receives an annual $250 Line of Credit to spend on resources.

• Line of Credit resets on the last day of your organization’s registration Window OR when your organization is switched to active.

• New organizations will receive a $25 Line of Credit for their first 60 days of Pending status.

• All members listed on an organization’s roster can use the organization’s Line of Credit, unless organization restricts.
Resource Room

- Only three primary officers may reserve and check out equipment
- When your Line of Credit runs out, if your status is Inactive, or whenever you desire, you can purchase items at their cost from the Resource Room
- Individuals can purchase items from the Resource Room
Keith B. Key Center for Student Leadership & Service
Keith B. Key Center for Student Leadership & Service

- Lounge
- Graphics Department
- Video Department
- Meeting Rooms
- Office Space & Lockers
- Leadership Library
Offices & Lockers

• Student organizations have access to office spaces and storage lockers.

• Student organization mail can be addressed to the Ohio Union Resource Room and picked up.
Resource Room

Variety of supplies for student orgs and individual users

$250 line-of-credit for Active student orgs
Student Organization
SUCCESS FRAMEWORK

> INDIVIDUAL:
Consciousness of Self, Leadership Efficacy, Wellness, Social Perspective Taking, Social Change Behavior

> ORGANIZATION:
Purpose and Goals, Membership Recruitment and Retention, Budgeting and Financial Management, Fundraising and Philanthropy, Leadership Transitions, Self-Governance, Operational Efficiency, Collaboration, Responsiveness and Innovation, Awareness of and Comfort with Difference, Advising Partnerships

> COMMUNITY:
Citizenship, Connection to the University, Connection to and Belonging in the Student Organization Community, Risk Reduction
Technology Resources

• Website hosting – sign up through registration on ‘Org Info’ page
  » Currently, no website hosting is available
  » Transitioning to a new website hosting service
  » Look for updates this Spring!

• Organization email listservs are managed by OCIO.

• Organization email addresses (myorgname@osu.edu) are also managed by OCIO.
  • Only your advisor can fill out the online request form for these resources
Resources

Utilize our website!

Using University Trademarks
Traffic and Transportation Management Student organization and travel
Swank: Purchase rights to show movies at your event
UniPrint: Printing large posters or signs on campus
Archives: help to make your organization a part of Ohio State’s history
Hazing and alternatives to hazing
Alcohol Policy
Diversity & Inclusion
Suicide Prevention
Sexual violence education and support
Activities and Programs with Minor Participants Policy
Utilize our website:

http://activities.osu.edu/involvement/student_organizations/resources/
Student Organization Staff

**Johnnie Jordan** – Coordinator for the KBK Center for Student Leadership & Service
*Resource Room & Center spaces*
[Jordan.597@osu.edu](mailto:Jordan.597@osu.edu)

**Anna Fredendall** – Coordinator for Student Involvement
*Registration and Training*
[Fredendall.7@osu.edu](mailto:Fredendall.7@osu.edu)

**Lindsay Marx** – Business Development Coordinator
*Student Organization Funding*
[Marx.78@osu.edu](mailto:Marx.78@osu.edu)

**General Student Organization Questions** –
[CSLS@OSU.edu](mailto:CSLS@OSU.edu)
Wrap-Up

For future reference
- Email with links and presentation slides
- Roadmap for Success

Before you leave
- Sign the sign-in sheet!
- Stop by the Resource Room