STUDENT ORGANIZATION OFFICER TRAINING

for Treasurers

THE O HIO STATE UNIVERSITY
OFFICE OF STUDENT LIFE
STUDENT ACTIVITIES
Goals for Today’s Session

- Gain basics of treasurer role
- Access leadership resources
- Ask questions, share ideas
Expectations for Today’s Session

- Ask questions
- Slides will be emailed
- Use your handout
- Participate!
Student Org Guidance

- Know where to find information and support:
  - Safeandhealthy.osu.edu – campus-wide information
  - Go.osu.edu/StudentOrgGuidance – interpretations for student organization operations. Will be updated as-needed.
  - Go.osu.edu/StudentOrgHome – contact information for the Student Org Team and Coaches
The Latest Update

Visit our website at https://activities.osu.edu/involvement/student_organizations/covid19_information/ for the latest information about in-person activities, messages to the student organization community, and FAQs.
Meeting and Programs

- Virtual meetings and programs are still strongly encouraged
- In-person meetings and programs must have 10 or fewer participants, indoors and outdoors, on- and off-campus
- Food is not permitted for on-campus activities
Registration and Funding

• Registration requirements are the same, extensions are available
• Operating and Programming Funds are available
• New Member Development Grant available for spring semester (up to $500)
Accountability & Consequences

• Both the organization and individual students can be held accountable under the Code of Student Conduct
  • *Loss of org recognition, individual suspension*
• Reduce your risk by being a good steward
• Consider updates to the org Constitution
• Report behavior to [go.osu.edu/conductcomplaint](go.osu.edu/conductcomplaint)
ONLINE TRAINING

Key Roles

Funding and Finances

Registration Basics

Resources
Online Training Key Points

1. What are the **two sources of funding** available from CSA?
2. When are **audits due** for those funding sources?
3. What can student orgs access in the **Resource Room**?
4. What is the **deadline** to complete your registration requirements?
Student Org Guidelines

• Guiding principles
• Registration process
• Responsibilities of student orgs
• Funding guidelines
• Allowable expenses for Operating and Programming Funds
• Much more!
Student Organization

SUCCESS FRAMEWORK

Member Development

- Leadership Capacity and Confidence
- Social Perspective Taking
- Wellness

Organization Operations

- Purpose and Goals
- Membership Recruitment and Retention
- Budgeting and Financial Management
- Fundraising and Philanthropy
- Programming
- Leadership Transitions
- Self-Governance
- Operational Efficiency
- Collaboration
- Responsiveness and Innovation
- Diversity and Inclusion
- Risk Reduction
- Advisor Partnerships

Community Engagement

- Connection to Student Organizations
- Affinity with the University
- Commitment to Social Change
Student Organization Coaches

Coaches can help your student organization

- Solve problems and connect with resources
- Set goals using the Success Framework
- Collaborate with fellow leaders
- Get support for member recruitment, leadership transitions, budgets and more
Member Development

Leadership Capacity and Confidence, Social Perspective Taking, Wellness
Leadership Capacity and Confidence

The development of members’ self-awareness of their personal values and skills, as well as their belief that they will be successful when engaging in leadership behaviors.
Leadership Capacity and Confidence

Greatest strengths

Areas for growth

How will your strengths help you succeed as a leader?

How will your role help you grow as a leader?
Resources

- Student Leadership Advocates Workshops
- MCC Education and Training Programs
- Student Organization Success Coaches
- Leadership Education Needs Assessment (LENA)
Organization Operations

Purpose and Goals, Membership Recruitment and Retention, Budgeting and Financial Management, Fundraising and Philanthropy, Programming, Leadership Transitions, Self-Governance, Operational Efficiency, Collaboration, Responsiveness and Innovation, Diversity and Inclusion, Risk Reduction, Advisor Partnerships
Budget and Financial Management

The ability to be financially self-supporting with a well-developed budget that reflects the current and future priorities of the organization
Operating Funds

- Very flexible, for use in daily operations
- $200 annually
- Apply between July 1 and April 1
- Funds issued in advance
- Submit audit, receipts and unused funds by May 1
Operating Expenses

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

Up to $100 on food for recruitment events
Programming Funds

For use only with eligible programs

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

Apply by one of 5 deadlines, depending on program date

Funds issued on a reimbursement basis

Submit audit and receipts within 30 days of your event
Programming Expenses

- Food, Beverages (40%)
- Publicity (20%)
- Take-Aways (20%)
- Apparel (20%)
- Service Travel (50%)
- Equipment Rental, Consumable Supplies
- Ohio State Facilities
- Personnel
- Speaker Costs, Entertainment
Programming Funds

Eligible programs must be:

- Educational or service activity
- Held on-campus
- Open to all fee-paying students
- Broadly marketed
Programming Funds

**Ineligible** programs include:

- Meals
- Organization recruitment
- Meetings
- Academic program requirement
- Religious or worship services
- Political or lobbying activities
- Tabling
# Programming Funds Deadlines

<table>
<thead>
<tr>
<th>Apply by...</th>
<th>Program Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>August 16 - October 15</td>
</tr>
<tr>
<td>September 1</td>
<td>October 16 - December 31</td>
</tr>
<tr>
<td>November 1</td>
<td>January 1 - March 15</td>
</tr>
<tr>
<td>February 1</td>
<td>March 16 - May 31</td>
</tr>
<tr>
<td>April 15</td>
<td>June 1 - August 15</td>
</tr>
</tbody>
</table>
Eligibility for CSA 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. Open organization checking account
   You may use any bank you prefer

4. Apply for funds
   Only the treasurer can apply for CSA funds

You may apply for funds regardless of your organization status – Active, Pending, Inactive
Changes to CSA Funding

Operating Funds
No travel through 6/30/21

Programming Funds
Virtual and in-person programs are accepted
Food is discouraged
No travel through 6/30/21
Changes to CSA Funding

Purchases that do not comply with safety guidance provided by the university and/or CSA may not be reimbursed
### Student Activities

You are currently logged in as the General Member for **Ski and Board Club at OSU**.

Use the following management pages to update information about your student organization, view your training history and sign up for new trainings, check on past funding requests and submit new applications.

Contact the **Center for Student Leadership and Service** with any questions or assistance in using the features of this management site.

#### Funding

- [Programming Request Form](#)
- [Operating Request Form](#)
- [EIN Information](#)

#### Administrative

- [Choose Different Organization/Find Leader](#)

To change groups, please click on your position for the group below.

**Brutus Buckeye Fan Club - Primary Leader**

- View Org Information
- General Info
- Leaders & Roster
- Constitution
- Goals
- Space Request Form
Fundraising and Philanthropy

The utilization of creative and effective practices to raise funds for the organization, as well as skills for purposeful charitable giving
Fundraising Ideas

- Alumni Base
- Sell t-shirts
- Campus Parc
- Food/Bake sales
- Restaurant nights
- Schottenstein Center Cleanups

*No spending restrictions on money you fundraise*
Fundraising and Philanthropy

What are examples of successful fundraising your organization has tried?

What are some challenges your organization has experienced when it comes to fundraising?

Does your organization engage in philanthropy? If so, what type of philanthropy work do you do?
Student Organization SUCCESS FRAMEWORK

Operational Efficiency
The procedures and processes for regular, efficient, and effective organizational function
Submitting an Audit

For Operating and Programming Funds

Original, itemized, legible receipts

Submit to Resource Room or Email

Audit forms can be found on Student Activities website

Must show proof-of-payment and exactly what was purchased

It’s okay if actual expenses vary from the original application
### 2020-2021 CSA Allocations Programming Audit Form

Due to the [Center for Student Leadership and Service](https://www.osu.edu) (Room 2095) in the Ohio Union or via email to CSAfunding@osu.edu Attn: Angela Britton within 30 days of the scheduled program date. Do NOT return audits to the Information Center or Administrative Office. This form must be completed by the **treasurer**. If you are the program planner, please consult with the treasurer to ensure accuracy.

<table>
<thead>
<tr>
<th>Full Student Org. Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Program:</td>
<td></td>
</tr>
<tr>
<td>Date of Program:</td>
<td></td>
</tr>
<tr>
<td>Location of Program:</td>
<td></td>
</tr>
</tbody>
</table>

### Directions:

Follow the Example and fill out information for each receipt you are turning in. The receipts must be original, itemized, and legible in order to count towards the audit. If receipts have items in multiple categories please mark the appropriate category and list the receipt on two separate lines. List receipts in order on audit form. Add rows if necessary. Do not use highlighters on receipts - it will erase the printing and your receipt cannot be audited. Refer to 2020-2021 student organization guidelines for fundable/non-fundable expenses for these categories.

### Income

Did you have outside income for this event (i.e. admission fee, sponsors, university department contribution, other student organization, etc)? **Circle One: Yes or No.** If so, please list all sources of income below and attach all supporting documents to the audit.

<table>
<thead>
<tr>
<th>Source</th>
<th>Net Amount</th>
<th>Audited amount (Office only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Venmo / Paypal / USG</td>
<td>Ex: $300</td>
<td></td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Category (Select from drop down)</th>
<th>Vendor</th>
<th>Explanation</th>
<th>Amount Spent</th>
<th>Amount to not be reimbursed</th>
<th>Audited Amount (office only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSU Facility</td>
<td>Ohio Union</td>
<td>Rental of Ballroom</td>
<td>$3,000</td>
<td>$2,000</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>
Acceptable!

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

---

Thank You For Choosing
Papa John’s Pizza
Restaurant #0220

Driver: Dustin J Lasko

Order #: 0027
Order Time: 01:57:38 pm
Out: 05:38:36 pm Elap: 00:14:36

Phone #: (614)291-9317
Customer: Jay
Address: 337 17th Ave W
Sector: B4
Delivery Remarks: Call 614-214-6300

---

750SCR - 5-39 14” 1 Top (School Catering)

5 <14> 14” Original 62.45
+Extra Cheese
7 <14> 14” Original 87.43
+Pepperoni
3 <14> 14” Original 37.47
+Mushrooms
Delivery Charge 2.00

Discount: 74.85
Tax: 0.00
SubTotal: 189.35
Total: 114.50

---

Order Amount: 114.50
Tax: 0.00
Total Amount: 114.50
Mastercard: 114.50
Tip: 0.00
Total: 124.50
Addtl Tender Amt: 0.00

Customer Signature

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Thank You For Choosing
Papa John’s
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: I-55946958 -- usage fee</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Terms:

Amount Due: $0.00

Acceptable!
39

But…

Acceptable Receipt

Each item purchased is listed separately and lists each unit price along with total.

But…
P*ps* products not fundable item!

Only Coca-Cola products will be reimbursed!
This (or bank statement) shows the funds have cleared your account.

From the bank account, not a photocopy of the check.
Ohio Union and RPAC

Invoices can be paid directly

Acceptable!
Payment received in the amount of $3000.

Robyn

April 1, 2011

robyn@robynchis.com
**Not Acceptable**

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

Illegible – this org waited too long to turn in their audit
Top Five Things to Know About Completing an Audit

1. Receipts must be original, itemized, legible, and show proof of payment
2. Multiple receipt documents may be required
3. Audit forms found online:
   Student Activities > Student Organizations > Funding
4. Operating and Programming Funds audits have different due dates
5. Submit audits to, and pick up checks from, the Resource Room
KBK Center, Resource Room

$250 line-of-credit

Not all equipment is available

Online order form
Risk Reduction

The assessment and reduction of accidental harm or loss through proactive safety measures and response plans
Risk Reduction

- Keep expenditures up-to-date
- Mail, audits, and bank statements
- Who’s on the account?
- Cash handling
- Transition bank account and EIN (upload EIN letter to Management System)
Resources

- Office Hours
- Coca-Cola Product Donation
- OUAB, Student Governments, and other campus collaborators
- Your bank
Upcoming Events and Deadlines
Registration and Funding

Deadlines

Spring Registration Window: April 15

Programming Funds: April 15

• For events taking place
  June 1 - August 15
Student Org Essentials

Mondays at 5:30 p.m.
February 1 – Adobe Spark
February 22 – Microsoft Teams
March 15 – Flipgrid
April 5 – Putting It All Together

Recordings at

[go.osu.edu/StudentOrgProgramming]
Member Development Grant

Applications open now
Up to $500
Rolling application (at least 3 weeks in advance of activity)
Matched with a Coach to implement activity

Application at
[go.osu.edu/StudentOrgProgramming](go.osu.edu/StudentOrgProgramming)
Questions and Follow-up
Resource Webpage

STUDENT ACTIVITIES

Resources

Events | Funding | Fundraising | Marketing | Student Organization Success Framework | Registration | Risk Reduction | Technology | Training | Travel | Successful Leadership | Additional Resources

Registration

Student Organization Management System Tutorial Videos

For Presidents

For Advisors (spring 2018)

How to Apply for Operating Funds (spring 2017)

How to Apply for Programming Funds (spring 2017)

Other Registration Resources

Student Organization Guidelines (05/01/2018)

Sample Constitution

Advisor Indemnification Letter Template (.docx)
Next Steps

- Complete Online Training (if not done already)
- Check out website (activities.osu.edu/involvement/student_organizations)
- Review the Framework
- Connect with, or request, a Coach
Thank You for Attending

Following Today’s Training:

Confirmation email with links/ resources
Access resources at activities.osu.edu

Contact Us:

csls@osu.edu