150 1870 2020 ™

STUDENT ORGANIZATION
OFFICER TRAINING
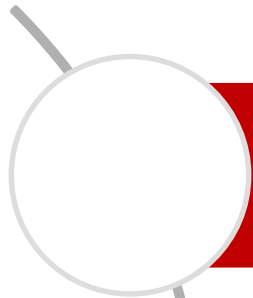## —— *for Treasurers* ——

⭕ O

**THE OHIO STATE
UNIVERSITY**
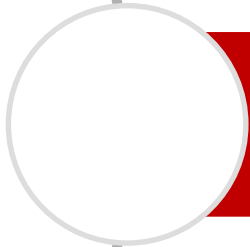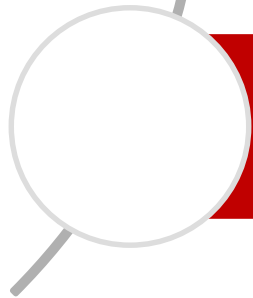
OFFICE OF STUDENT LIFE

STUDENT ACTIVITIES

Goals for Today's Session

Share practices of fellow treasurers

Access leadership resources

Ask questions, share ideas

Expectations for Today's Session

Sign in

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 Updates

Go to go.osu.edu/Autumn2020FAQ

For information about the current campus policies, requirements, and recommendations related to COVID-19 and student organization operations.

Meeting and Programs

- Virtual meetings and programs are strongly encouraged

- On-campus space reservations are not yet available

Registration and Funding

- Registration requirements are the same, extensions are available

- Operating and Programming Funds are available

- Additional funding considerations:

  - *Travel*

  - *Food*

  - *Virtual programming*

  - *Safety guidance*

7

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

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
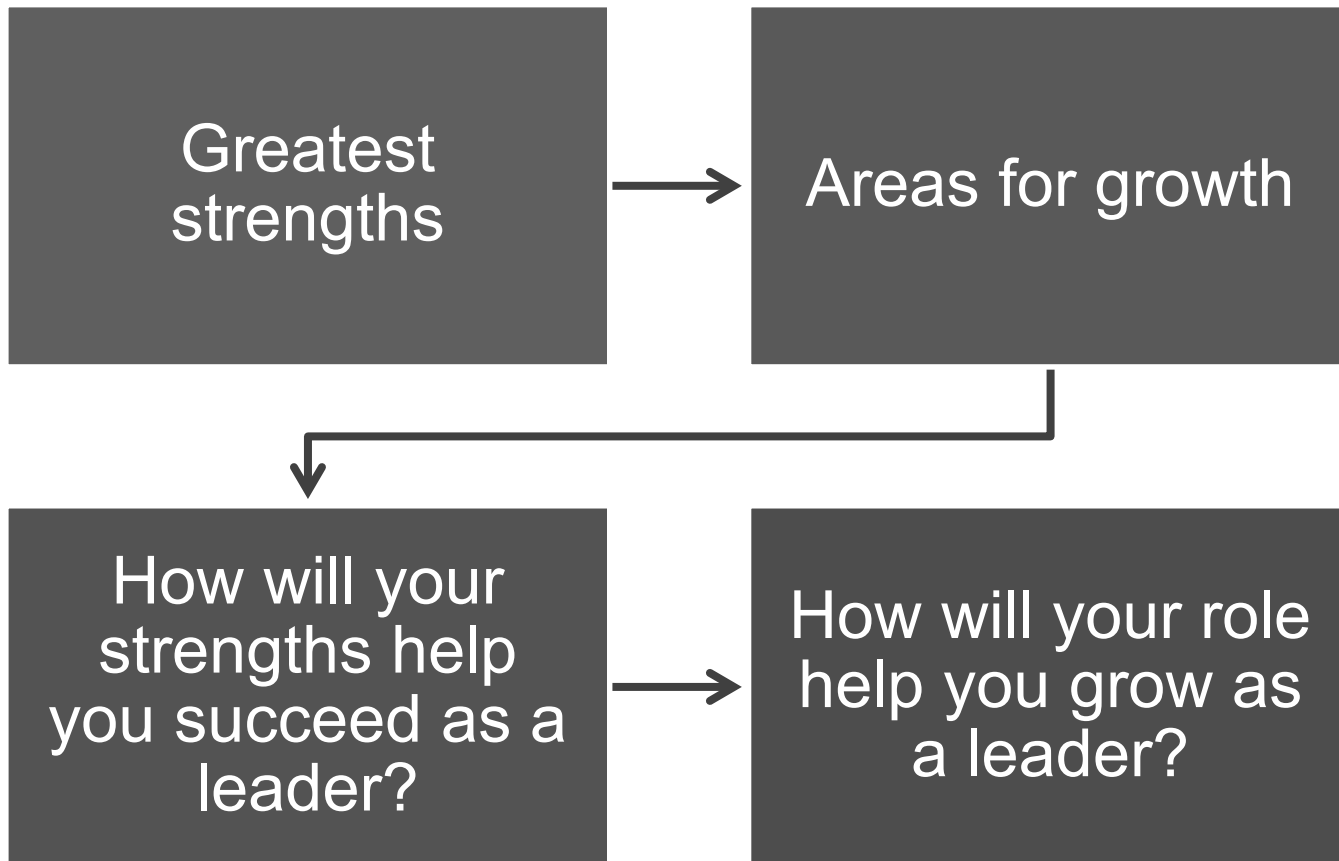
Student Organization SUCCESS FRAMEWORK

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

THE OHIO STATE UNIVERSITY
OFFICE OF STUDENT LIFE

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

Student Organization SUCCESS FRAMEWORK

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

Eligibility for CSA Funding

| 1. Obtain EIN from IRS | → | 2. Complete AP Compliance form | → | 3. Open organization checking account | → | 4. Apply for funds |

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

20

Changes to CSA Funding

Operating Funds

No travel through 12/31/20

Programming Funds

Virtual and in-person programs are accepted

Food is discouraged

No travel through 12/31/20

Changes to CSA Funding

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

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

23

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

25

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

Apply by…	Program Date
July 1	August 16 - October 15
September 1	October 16 - December 31
November 1	January 1 - March 15
February 1	March 16 - May 31
April 15	June 1 - August 15

**Student Organization
SUCCESS FRAMEWORK**

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
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

2018-2019 CSA Allocations
Programming Funds Audit Form

Due to the Center for Student Leadership and Service (Room 2095) in the Ohio Union, 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.

FOR OFFICE USE ONLY
Received: _____
Program # _____
Vendor: _____
App. Amt: $ _____
Check Amt $: _____
IO Amt $:
JE Amt $: _____
Email Group: _____

Full Student Organization Name: _____

Title of Program: _____

Date of Program: _____

Location of Program: _____

Your Organization's Information

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.
Please list each receipt separately - do not total receipts within any category. Use an additional sheet if necessary.
Do not use highlighter on receipts - it will erase the printing and your receipt cannot be audited. Use a pen to make notes.
Refer to 2018-2019 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 organizations etc.)? Circle One: YES or NO. If so, please list all sources of income below and attach all supporting documents to the audit.

Source(s)	Net Amount for organization	Audited Amt. (Office only)
Ex. Venmo/Paypal/Undergraduate Student Government	Ex. $300	

Program Income (if any)

Expenses

Category * % is of total program cost, not just category	Vendor(s)	Amount Spent	Explanation	Audited Amt. [Office Only]
Ex. Entertainment	Ex. Southwest Mr. Brutus Staples	Ex. $290 $200 $45.67	Ex. Speaker Flight Speaker Fee (waived) Printer cartridge, nametags	
Speaker Costs **Provide names of any gift card recipients on the back page of this audit form				

Program Expenses + Receipts

Only Coca-Cola products will be reimbursed!

Acceptable!

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 61

750SCR - 5-39 14" 1 Top (S

  5 <14> 14" Original
    +Extra Cheese
  7 <14> 14" Original
    +Pepperoni
  3 <14> 14" Original
    +Mushrooms
Delivery Charge

        Discount:
            Tax:
        SubTotal:
           Total:

Run Summary

Driver: Dustin J Lasko

    Total Orders: 1
    Total Sales: 114.50

Papa John's
Restaurant #0220
33 Hudson st e
Columbus OH 43202
(614) 784-1919
04/25/2009   05:23pm
****

InStore Order

Name: Jay
*************   ****************

)75

                       114.50
                         0.00
                       114.50
                       114.50
                       10.⁰ᵈ
                       24.50

                         0.00

Customer Signature

X
****
          Customer Copy
****
Thank You For Choosing
Papa John's

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

Proof of payment

38

Patron	Invoice number
Fatih Olmez	**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

Charges

Qty	Date	Description	Amount	Subtotal
1	4/21/2011	$15.00 per wireless mic. rented 2 mics	$30.00	$30.00

Payments

Qty	Date	Description	Amount	
1	4/21/2011	Invoice paid by: $30.00 , receipt: 1-55946958 -- usage fee	$30.00	$30.00

Terms

Amount Due: $0.00

OSU OCIO IT SERVICE DE
2009 MILLIKIN RD
COLUMBUS, OH 432100000
04/21/2011   08:46:06
Merchant ID: 000000000582844
Terminal ID: 02967484
219006300996

CREDIT CARD
VISA SALE

CARD #	XXXXXXXXXXXXX7256
INVOICE	0001
Batch #:	000010
Approval Code:	08197B
Entry Method:	Swiped
Mode:	Online

SALE AMOUNT $30.00

CUSTOMER COPY

Acceptable!

Not Acceptable

Payment received in the amount of $3000.

Robyn

April 1, 2011

robyn@robynochs.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

Sales Order

usimprints.com
YOUR LOGO ON ANYTHING

1724A General George Patton Dr.
Brentwood, TN 37027
Phone: 866-604-6774
Fax: 866-946-3724

Date	Order #
3/31/2011	20933

Bill To
Jessica Ly
2905 Ontario St.
Columbus OH 43224

Ship To
Jessica Ly
2905 Ontario St.
Columbus OH 43224

Terms	Customer PO #	Sales Rep	In Hands Date	Production Level
Credit Card	157431online	Meagan Clark	4/7/2011	RUSH

Item	USI Item #	Description	Qty	Rate	Amount
Padfolios Customize	8241255	Promotional Leather Look 8 1/2" X 11" Portfolio Item Color:Black Imprint/Logo:logo (art will be emailed) Imprint Color:White Imprint Size:3" x 5" Location:front	25 1	8.44 0.00	211.00 0.00
SetUp Chgs Shipping: Shipping		Set-Up Charges Estimated Shipping: May result in additional charges (ground)	1 1	50.00 28.00	50.00 28.00

Thank you for your order Ly!

| Total	$289.00

IMPORTANT NOTES & CONDITIONS
- DO NOT PAY FROM THIS SALES ORDER. YOU WILL RECEIVE AN INVOICE.
- Please review your sales order confirmation to make sure your order is correct.
- Check ship to address, delivery date, imprint information, and all other details.
- Production begins AFTER the art proof has been approved. Delays in approval will hold up production time and could result in additional charges.
- Any SHIPPING charges quoted are an ESTIMATE.
- Shipping prices are volatile and may be subject to change. One change is provided to the proof, after that changes will be subject to additional charges.
- Blank items are non-returnable and non- refundable.
- There is an order cancellation fee of $25, and may be subject to others factory fees.

Not Acceptable

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

42
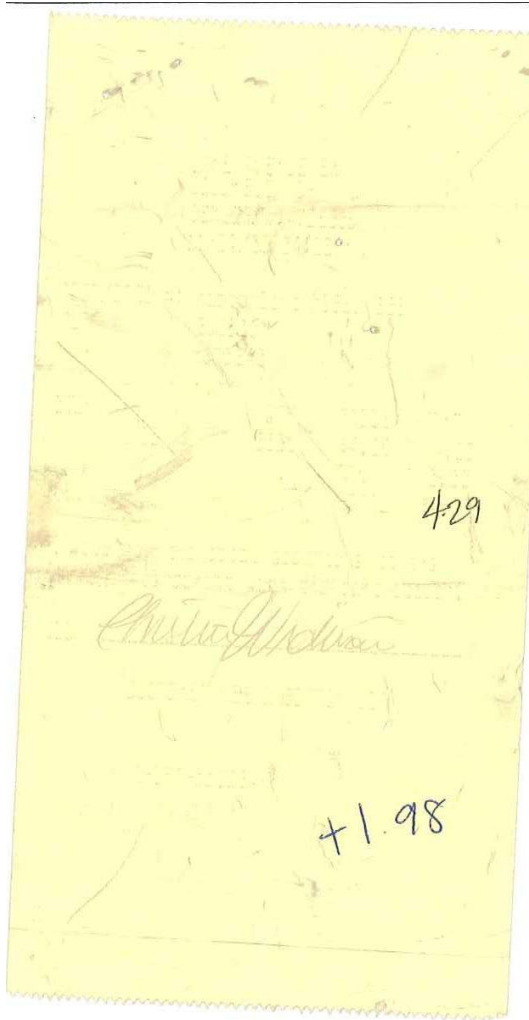
Ohio Union Event Services
2008 Ohio Union
1739 North High Street
Columbus OH   43210
Phone 614-292-5200 / Fax 614-292-1816

Please pay directly.

Acceptable!

Invoice

Client

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

Invoice Number: 7738OU

Invoice Date:	4/15
Due Date:	5/20
Event Name:	Bel...mprov Festival
Reservation No.:	95
Credit Card/100 W N ap... CSA funding	

Bookings / Details

Price   Amount

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

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

*The Ohio Union appreciates your feedback and has created an onli...
feedback:*
http://ohiounion.osu.edu/plan_an_event/contact/event_services_ev...

Thank you!

Ohio Union and RPAC
<u>Invoices</u> can be paid directly

<u>Friday, April 01, 2011</u>

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

Reserved: 5:30 PM - 12:00 AM

Room Charge:	1	500.00	500.00
Less 50% Discount			-250.00

Ohio Union Equipment:

A/V Equipment:

6:00 PM - 11:30 PM Standard

Microphone - Wireless - US Bank Conference Theater	1	75.00	75.00
Less 50% Discount			-37.50
Lighting Console - Conference Theater	1	150.00	150.00

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**

45

KBK Center, Resource Room

$250 line-of-credit

Variety of resources, supplies, games, equipment, etc.

Student Organization
SUCCESS FRAMEWORK

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 record?

Cash handling

Transition bank account and EIN

Resources

Office Hours

Coca-Cola Product Donation

OUAB, Student Governments, and other campus collaborators

Your bank

Registration and Funding Deadlines

Autumn Registration Window: October 30

Programming Funds: September 1

- For events taking place
October 16-December 31

Programming Funds: November 1

- For events taking place
January 1-March 15

Programs

Go to go.osu.edu/StudentOrgPrograms

For current program offerings like:

- Student Org Essentials

- Student Involvement Fair information

- Advisor Roundtables

Questions and Follow-up

Resource Webpage

Next Steps

Complete Online Training
(if not done already)

Check out website (activities.osu.edu)

Review the Framework

Connect with, or request, a Coach

Thank You for Attending

Before You Leave:

Sign attendance sheet

Following Today's Training:

Confirmation email with links/ resources

Access resources at activities.osu.edu

Contact Us:

csls@osu.edu