

# REGISTRATION GUIDELINES FOR STUDENT ORGANIZATIONS AT OHIO STATE

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## PHILOSOPHY ON STUDENT ORGANIZATIONS

The Ohio State University has traditionally held that one of the most viable ways for our students to engage in university life is to become involved with student organizations. A Student Organization is an association of Ohio State students created for any educational purpose that supports the vision and goals of the University set forth in the Academic Plan and the Diversity Action Plan.

Acknowledging our land-grant mission and consistent with the university motto *disciplina in civitatem* (education for citizenship), The Ohio State University recognizes the contributions Student Organizations make to an effective learning environment that prepares our students to live in a multi-cultural society and to work in a global community. Student Organizations serve as a medium for academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships.

Research on the benefits of student organization membership suggests that involved students tend to perform better academically and are more likely to graduate than their non-involved peers. Students involved in organizations composed of peers learn leadership and interpersonal skills, as well as life skills such as planning, time management, and budgeting. Involved students develop a more robust, supportive network of friends and colleagues that often lasts beyond their college years. The Ohio State University strongly supports a diverse student organization community that contributes to the mission of the University.

## GUIDING PRINCIPLES

The funds generated by the student activity fee, recommended by the Council on Student Affairs (CSA) and approved by the Board of Trustees, are University funds and are subject to the applicable rules governing public funds. Accordingly CSA must act as a good steward of these University resources, ensuring that these resources are used by student groups and organizations in a manner consistent with the mission of the University. In order to do this, CSA has created requirements for registration and resource allocation that seek to manage the limited resources such that they have the greatest impact on the Ohio State student body. These policies are created to promote the philosophy of student organizations at Ohio State and are made with the following guiding principles:

- Student organizations are initiated, led, and developed by students; their programs and activities are organized and implemented by students
- Student organizations should be guided by, and contribute to the development of, the highest ethical, moral, and democratic ideals and standards
- Student organizations should contribute to the development of skills including but not limited to leadership, interpersonal, and life management, in all of its members
- All students at Ohio State should have the opportunity to become involved in a student organization and to participate as an organization leader
- A vibrant and diverse student organization community is one where student organizations grow over time, where they have a lasting impact on the traditions and culture at Ohio State, and where they affect students beyond their own organization
- Student-faculty interaction is an important part of the college experience; relationships between faculty/staff advisors and the students in a student organization should be meaningful
- Student interaction across diverse backgrounds, across colleges and departments, and between student organizations is encouraged
- SOURCE resources are intended to provide the basic operating needs of registered student organizations, creating efficiencies in such areas as publicity and photocopying
- Student organizations should be self-supporting through a variety of creative mechanisms including but not limited to collecting dues from its membership, fundraising events, soliciting contributions, and when applicable student activity fee funds
- With limited resources available to student organizations and with requests for funding that vastly exceed available funds, rational principles of proportionate use and guidelines have to be set by CSA to fairly distribute these funds
- Public funds should not be used for private benefit, but instead for the benefit of the student body and the University as a whole
- Decisions regarding University resources to student organizations should not be made by non-student members of a student organization
- University resources under CSA jurisdiction should be used primarily by students and to lesser extent to other individuals associated with the University (faculty, staff, alumni, and student partners or spouses)
- Funds set aside for student organizations should have an impact on the campus community and should promote the educational, research, and outreach mission of the University
- Funds set aside for student organization programming should prioritize unique programs, over a broad range of categories, rather than duplication
- Debts and other obligations of a student organization are organizational obligations and carry forward from year to year

## RECOGNIZED STUDENT GROUPS AND STUDENT ORGANIZATIONS

- Unregistered Student Groups
- New & Re-established Student Organizations
- Established Student Organizations
- How to Register

### UNREGISTERED STUDENT GROUPS

The Ohio State University respects the right of students to associate in order to express commonly shared viewpoints. Ohio State recognizes but does not support or endorse these unregistered student groups.

Some student groups may desire this level of classification because of the minimal amount of requirements.

#### Requirements:

- Organization name
- Statement of purpose
- Name, local address, phone number, and the OSU internet username (“lastname.nn”) for one student leader who is currently enrolled at Ohio State
- 90% of the membership must be currently enrolled Ohio State students

#### Benefits (Subject to applicable policies, rules, regulations, and laws):

- Inclusion in the University-published online directory of student groups
- Use of bulletin boards, outdoor signboards, and kiosks on the University campus
- Use of University facilities, as a non-University entity<sup>1</sup>
  - Host events, including sponsoring guest speakers on campus

### NEW & RE-ESTABLISHED STUDENT ORGANIZATIONS

A student organization at Ohio State is a registered student organization created for any educational purpose supporting the vision and goals of the University set forth in the Academic Plan and Diversity Action Plan, and supporting the Philosophy of Student Organizations at The Ohio State University. Registered student organizations are treated differently than unregistered student groups because they contribute directly to the University’s educational, research, and outreach mission.

The requirements to become a registered student organization follow. It should be noted that limiting the number of leadership positions a student holds are intended to give more students a leadership opportunity and to ensure that involved students are not overextended. This rule in no way limits the number of organizations with which a student may be involved, only the number of organizations s/he may lead. Likewise, the requirement limiting the number of student

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<sup>1</sup> Unregistered student groups have access to University facilities that are generally available to the public.

organizations a faculty/staff advisor may advise is intended to ensure that the advisor's relationship to the organizations is meaningful.

### Requirements:

- Constitution<sup>2</sup> on file with the Office of Student Affairs, must include:
  - Organization purpose that is tied to the educational purpose of the University and supports the mission of Ohio State
  - Membership selection criteria that does not violate non-discriminatory policies mentioned in these guidelines
  - Statement of nondiscrimination prohibiting discrimination on the basis of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status
    - A student organization formed to foster or affirm the sincerely held religious beliefs of its members may adopt a nondiscrimination statement that is consistent with those beliefs
- No student shall be excluded from full membership on the basis of sex, unless the student organization is exempt under Title IX of the Education Amendments of 1972
- At least 3 student officers, including a Primary Leader, Treasurer, and Secondary Leader.
  - Officers must be enrolled as full time students
  - Officers must meet minimum GPA requirements, based on minimum requirements for good standing as set by the Office of Academic Affairs, Graduate School, and individual professional colleges
  - Officers must not be registered officers in more than 3 student organizations
  - The officers' names, email addresses, phone numbers, and the OSU internet username ("lastname.nn") must be included in the organization's registration application
  - Primary leader must have completed SOURCE Organization Orientation
  - Treasurer must have completed SOURCE treasurer training<sup>3</sup>
- 90% of the membership must be currently enrolled Ohio State students<sup>4</sup>
  - Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and programs of student organizations as associate members, but may not comprise more than 10% of the total membership
- Student membership of 5 or more
- Identify the student organization as primarily graduate, professional, or undergraduate organization based on the composition of the organization leadership
- At least 1 faculty/staff advisor who is a member of the faculty or administrative and professional staff selected by the student organization in accordance with its constitution and bylaws
  - Advisor must be certified by the Office of Student Affairs every 3 years by completing SOURCE Advisor Certification
  - Advisor may not serve as primary advisor to more than 3 student organizations at the same time unless his/her job description requires advising more than 3 student organizations. The advisor's job description must be on file with the student

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<sup>2</sup> See guidelines on writing a student organization constitution and bylaws.

<sup>3</sup> Student organizations may be registered provisionally if the Primary Leader and Treasurer have not participated in the SOURCE organization orientation and treasurer training. No funds will be disbursed to the student organization until after the trainings have occurred.

<sup>4</sup> Registered student organizations whose constitution expressly promotes faculty-student interaction may have a membership that is composed of 60% students providing that the other 40% is composed of faculty or administrative and professional staff at Ohio State.

- organization's file in the SOURCE. This rule does not preclude faculty and staff from serving in an informal co-advisory capacity to additional organizations.
- The name of the advisor(s), his/her email address, phone number, and OSU internet username ("lastname.nn") must be included in the registration
  - Classified civil service employees and graduate administrative associates may serve as co-advisors, but the primary faculty/staff advisor must complete the certification process for the organization to be registered.
  - Statement from the local, state, national, or international organization certifying affiliation when the student organization is a campus chapter of a local, state, national, or international organization (if applicable)
    - Constitution of the local, state, national, or international organization on file with the Office of Student Affairs
  - Must adhere to the "Responsibilities of student organizations"
  - Non-university checking account (with local bank or credit union) with president, treasurer, and advisor as signatories OR a University chart field account maintained by an academic department, unless the organization does not have any organizational assets, i.e. dues, CSA funding, other University provided funds. Under no circumstances may organizational money be placed in personal banking accounts.
  - Tax ID number or an EIN

### **Benefits (Subject to applicable policies, rules, regulations, and laws):**

- Inclusion in the University-published online directory of student organizations
- Use of bulletin boards, outdoor signboards, and kiosks on the University campus
- Use of University facilities
  - Host events, including sponsoring guest speakers on campus
  - Hold on-campus fundraising events
  - Use of amplified sound
- Access to CSA student activity fee funds up to \$200/year for operating expenses
- Access to CSA student activity fee funds up to \$2,000/year for programming
- Participation in Student Involvement Fair
- Participation in Homecoming Parade
- Use of the SOURCE and its resources
- Mailbox space in the SOURCE
- Server space on University computers, including website hosting and organizational email accounts and listservs
- The opportunity to apply for access to office space in the Ohio Union

## **ESTABLISHED STUDENT ORGANIZATIONS**

This level of classification is intended to promote growth and continuity, recognizing the contributions that established student organizations bring to the University. Healthy student organizations actively recruit new members and strive to ensure that the organization outlasts the original group who founded it. Such growth and expansion not only benefits the student organization but also the individual members within the organization.

### **Requirements:**

- Meet all the requirements for a New & Re-Established Student Organization
- Organization must be in continuous good standing at least two full years
- Student membership of 15 or more  
Must renew registration annually by the October 15 deadline to maintain Established status

### **Benefits (Subject to applicable policies, rules, regulations, and laws):**

- Benefits available to New & Re-Established Student Organizations
- Access to CSA student activity fee funds up to \$3,000/year for programming
- Use of the University name to designate the student organization's location "at The Ohio State University" or "Ohio State" on its letterhead and publications, subject to University name, logo, and seal guidelines
- Rental of University vehicles through the Motorpool

## **HOW TO REGISTER**

Students interested in starting a new student organization should go to: [http://www.ohiounion.osu.edu/studentorgs/orgs\\_manage.asp](http://www.ohiounion.osu.edu/studentorgs/orgs_manage.asp) and follow the link under "Information for Starting New Organizations."

Registration becomes effective after the student organization has completed all online registration and training requirements. Each organization's status will be displayed on the online public directory.

## **STATUSES OF STUDENT ORGANIZATIONS**

The different statuses an organization can be at in the process of registration are defined here:

- **Pending**: organizations that are in the process of completing registration requirements for a given year. All organizations will be listed as pending from May 1 through October 15, prior to the annual October 15 deadline, as registration requirements are being completed.
- **Active - New/Re-established**: organizations that have been registered for less than two (2) continuous years with the SOURCE; all registration requirements may or may not have been completed by the annual October 15 deadline.
- **Active - Established**: organizations that have been registered for at least two (2) continuous years with the SOURCE; at least 15 members of the organization; all registration requirements completed by the annual October 15 deadline.
- **Inactive**: organizations that have not completed all registration requirements by the annual October 15 deadline. This may include organizations that no longer exist as groups on campus.
- **Unregistered**: organizations that choose to be listed in the Student Organization Directory online, but do not complete registration requirements and so do not receive any benefits or resources from the SOURCE.

## RESPONSIBILITIES OF REGISTERED STUDENT ORGANIZATIONS

Registered student organizations at The Ohio State University, their officers, members, and guests are responsible for:

- Complying with applicable federal, state, and local laws and with University regulations, including but not limited to the provisions of the Ohio Administrative Code including the Rules, Regulations, and Bylaws of The Ohio State University, The Ohio State University Operating Manual, the Code of Student Conduct and guidelines promulgated by the Vice President for Student Affairs. Copies of pertinent documents are available at the Office of Student Judicial Affairs;
- Planning and implementing their own programs and activities;
- Sponsoring and supervising their programs;
- The safe operation of their programs;
- Assuring that facilities are used for the purpose for which they were scheduled;
- The activities of non-student members and guests while participating in the activities of the student organization;
- Sound fiscal management and prompt payment of debts incurred, including maintaining fiscal records that include:
  - Checkbook;
  - Check stubs or copies of all checks;
  - Consolidated receipt/disbursement book;
  - Paid bills and invoices for all purchases;
  - Copies of receipts issued for all cash payments;
  - Other documents, reports, receipts, photographs, etc. that the organization deems important;
  - Financial statements; and
  - Budgets;
- Expending student organization funds to further the purpose(s) of the student organization and not for the private benefit of its officers or members;
- Keeping the organizations' faculty/staff advisor informed of its activities, programs, and financial standing; and
- Maintaining up-to-date online registration records – including officer contact information, advisor contact information, and constitution – with the Office of Student Affairs.<sup>5</sup>

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<sup>5</sup> Reclassification may occur at this time based on changes submitted.

## **DENIAL AND/OR TERMINATION OF REGISTRATION**

The Office of Student Affairs reserves the right to deny or terminate registration status. Circumstances that will result in denial or termination of registration include, but are not limited to, the following:

### **1. DENIAL OCCURS WHEN:**

- The student organization is not formed for an educational purpose consistent with the philosophy statement on student organizations at Ohio State;
- The student organization has not complied with registration requirements;
- Registering a student organization under termination or sanction from its local, state, national, or international affiliate (if applicable);
- Registering a student organization currently under disciplinary sanction under a new name;
- Registering a subsidiary of a currently registered student organization;
- The student organization has delinquent debts which the student(s) requesting registration cannot show will be paid within a reasonable time; and
- Submitting false information to The Ohio State University or a university representative.

### **TERMINATION OCCURS WHEN:**

- A request from the student organization to dissolve;
- A lapse in communication with the Office of Student Affairs, including failure to maintain on file with the Office of Student Affairs the most current copy of the student organization's constitution, officer contact information, and faculty/staff advisor contact information;<sup>6</sup>
- The student organization, its programs, and its activities are not planned and implemented by its student membership;<sup>7</sup>
- Failure to live up to the student organization responsibilities previously enumerated;
- Failure to meet financial obligations;
- Failure to comply with the student organization's constitution;
- Failure to comply with the rules, regulations, policies, and procedures of The Ohio State University as determined by appropriate University representatives;
- Submitting false information to The Ohio State University or a university representative; and
- Action taken by the Office of Student Judicial Affairs.

### **APPEAL PROCESS**

A student organization may appeal to CSA any denial or termination of registration by the Office of Student Affairs. An appeal must be initiated within 30 days of a student organization's receipt of the notice of registration denial or termination. All such appeals should be directed in writing to the SOURCE, which will forward them to the chair of CSA. All decisions by CSA will serve as the final authority on such matters.

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<sup>6</sup> Updating the student organization file must occur within 30 days of any change to this information.

<sup>7</sup> This is not intended to preclude bringing to campus contracted, outsourced programs.

## ORGANIZATIONS WITH ADDITIONAL REGISTRATION REQUIREMENTS AND/OR CERTAIN EXEMPTIONS

In addition to meeting the registration requirements for student organizations, some student organizations have other requirements for registration imposed by CSA and/or by other offices at the University. Some have exemption from certain requirements. The following four types of student organizations are the only ones that have additional requirements and/or exemptions.

1. **Media organizations:** Media organizations are registered student organizations whose purpose is to create media, such as student publications and electronic media, including but not limited to any brochure, newspaper, newsletter, yearbook, radio, television, or other telecommunication devices edited, published, and/or managed by students for distribution to members of the University community.

Additional requirements for media organizations are as follows:

- Media organizations must have an affiliation with an academic or administrative department at Ohio State. This affiliation includes but is not limited to:
  - A faculty/staff advisor from this University academic or administrative department, and
  - A University fund through this University academic or administrative department;
- Media organizations must have an official liaison between the student organization and the Office of Student Affairs;
- Registered student media groups possessing equipment must submit a written inventory of all equipment to the Office of Student Affairs each time there is a change in officers and at least once per year. The inventory shall include the OSU tag # or a completed description of the equipment including purchase or trade date and price, current condition, and exact location. The Vice President of Student Affairs may request an on-site inspection to verify the inventory.

2. **Social fraternities and sororities:** Social fraternities and sororities are registered student organizations that may be either single-sex or co-ed Greek-letter organizations whose mission and purpose is recognized as primarily promoting the intellectual, social, spiritual, moral, civic, and career development, and the wellness, of student members.

Additional requirements:

- All social fraternities and sororities must be officially recognized by one of the four Greek Councils: Interfraternity Council (IFC), the Multicultural Greek Council (MCGC), the Panhellenic Association (PHA), or the Pan-Hellenic Council (PHC).
- All social fraternities and sororities must be endorsed by the Coordinator of Greek Life, Office of Student Activities. The signature of the Coordinator of Greek Life will be accepted as sufficient documentation of such endorsement.
- All registered social fraternities and sororities are expected to abide by the OSU Greek Life Standards of Excellence, a set of minimum expectations for each chapter and its members, as established by the community.
- The Office of Student Affairs may establish criteria for accepting new chapters and specific requirements for existing organizations. The Coordinator of Greek Life will make such criteria available to students upon request.
- Social fraternities and sororities may have their registration terminated at the request of their local, state, national, or international chartering organization.

Exemptions:

- Social fraternities and sororities may limit membership based on sex and still be eligible for recognition as a registered student organization.
- With permission from the Director of Student Activities, social fraternities and sororities may have fewer than 10 members and be eligible for recognition as an Established Student Organization if the Director finds a compelling reason that supports the ideals and mission of the University.
- If the OSU advisor of record is not the advisor directly responsible for the organization's finances, exemptions may be made pertaining to the requirement that the OSU advisor must be a signatory on the organization checking account. The petition for exemption should be directed to the Greek Life staff at The Ohio State University. The organization may appeal the Greek Life decision to the CSA Allocations Committee. The decision of CSA Allocations shall be final.

3. **Honor societies:** Honor societies are registered student organizations whose purpose is to recognize achievement in academics and/or co-curricular involvement.

Additional requirements:

- New academic honor societies must also submit with their registration application a letter of acceptance from the dean of the college with which the honor society is most closely associated. Each college may establish criteria for accepting new academic honor societies.
- New class honoraries must make application to the Association of Ohio State Class Honoraries. The Association will make a recommendation to the Vice President for Student Affairs based upon student interest, the need for additional opportunities for student recognition, the future viability of the proposed society, and the contribution the proposed honor society can make to the quality of campus life.
- Other new honoraries must obtain the permission of the Vice President of Student Affairs, who may establish criteria for accepting new honoraries and specific requirements for existing organizations. Such criteria will be made available upon request.
- Honoraries that are affiliated with national organizations must be in compliance with their national organizations guidelines for chapter affiliation in order to be recognized at Ohio State.

Exemptions:

- Honoraries and honor societies may limit membership based on selection criteria, which may include, but are not limited to, grade point average, merit of a membership application, or performance in a selection interview, and still be eligible for recognition as student organizations. Compliance with the nondiscrimination policy is required in order to be a registered student organization.

4. **Sport Clubs:** A sport club is a registered student organization that is recognized by and registered with the Department of Recreational Sports.<sup>8</sup> Sport clubs receive funding, staff support, and special access to recreational facilities from the Department of Recreational

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<sup>8</sup> Sport Clubs must register annually with the Department of Recreational Sports. By the third Friday of each quarter, the Department of Recreational Sports will provide the Office of Student Activities with an updated list of registered Sport Clubs and the names, phone numbers, and e-mail addresses for each Sport Club's primary leader and University staff/faculty advisor.

Sports and are ineligible for resources available to other registered student organizations through the SOURCE and the Office of Student Activities.

Additional requirements for sport clubs are as follows:

- The Department of Recreational Sports may establish criteria for new sport clubs and specific requirements for existing organizations, which must be approved by CSA. The Sport Club Director shall publish the information on the Recreational Sports website.

Exemptions:

- Sport clubs may limit membership based on sex if the primary purpose of the student organization is to engage in sports in which the major purpose or activity involves bodily contact.
- OSU students must comprise a majority of membership. Only students may hold officer/leadership positions.
- Sport clubs are ineligible for the following benefits available to other registered student organizations:
  - Access to CSA funds for operating expenses
  - Access to CSA funds for programming
  - Use of the SOURCE and its resources
  - Mailbox space in the SOURCE
  - Access to office space in the Ohio Union

## STUDENT ORGANIZATIONS OUTSIDE THE NORMAL REGISTRATION SYSTEM

These organizations by their campus-wide nature exist outside of the normal registration system. Nevertheless they must comply with the requirements for Established Student Organizations and the guidelines on fundable/non-fundable expenses.

1. **Student Governments:** All student organizations recognized by the University Senate as representative bodies and holding seats on the University Senate are considered governance organizations for the purposes of student organization registration and its related services.

Additional registration requirements:

- An on-campus general ledger chart field
- Submit quarterly budget reports to the CSA Allocations Committee
- Approval from CSA to carry forward more than 25% of their annual budget above their reserves (not to exceed 10% of their annual budget)
- Submit a written inventory of all equipment to the Office of Student Affairs each time there is a change in officers and at least once per year
  - Inventory shall include the OSU tag # or a complete description of the equipment, purchase or trade date and price, current condition, and exact location
  - Vice President of Student Affairs may request an on-site inspection to verify the inventory

Exemptions:

- May limit membership based on student classification—graduate, professional, and undergraduate student
- May use student activity fee funds for general operating expenses, including travel, provided they comply with relevant University guidelines on spending. These expenses include the following:
  - Travel may include participation at conferences, registration fees associated with conferences, and food costs limited to the federal guidelines on per diem
  - Equipment
  - Other general office supplies that may be provided by the SOURCE<sup>9</sup>
- May purchase the equipment and other capital expenses necessary to operate their offices
- May pay for staffing, with the prior approval of the Vice President for Student Affairs
- Are not eligible to apply for student activity fee operating or programming funds.

CSA may establish criteria for accepting new governance organizations and specific requirements for existing governance organizations. The Chair of CSA will make such criteria available to students upon request.

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<sup>9</sup> Student governance organizations are prohibited from availing themselves of supplies and materials at the SOURCE.

2. **Campus-Wide Programming Organizations:** A student organization whose sole purpose is to plan campus-wide programming.

Additional registration requirements:

- An Executive Board, chosen through an application and interview process conducted by the Director of the Ohio Union or designee, the organization advisor, a member of the Ohio Union Council, senior out-going members of the general membership, and the out-going organization president or other out-going senior member of the Executive Board, composed of the following:
  - Organization president
  - Organization vice president
  - Chairs of standing committees
  - Organization advisor, *ex officio*, non-voting
- Staff support provided by the Office of Student Affairs
- An on-campus general ledger chart field
- A process approved by the Ohio Union Council for receiving input from each student population—graduate, professional, undergraduate
- A membership that is broadly inclusive of the diversity at Ohio State
- Report monthly to the Ohio Union Council
- Report quarterly plans to the CSA Allocations committee no later than the 3<sup>rd</sup> week of the quarter
- Submit an end-the-year report to the Ohio Union Council and then to CSA
- Allocate a minimum of \$50,000 to graduate/professional programming
- Submit a written inventory of all equipment to the Office of Student Affairs each time there is a change in officers and at least once per year
  - Inventory shall include the OSU tag # or a complete description of the equipment, purchase or trade date and price, current value, and exact location
  - Vice President for Student Affairs may request an on-site inspection to verify the inventory

Exemptions:

- May include general operating expenses, including travel in their annual budget, provided they comply with relevant University guidelines on spending. These expenses may include the following:
  - Travel may include participation at conferences, registration associated with conferences, and food costs limited to the federal guidelines on per diem.
  - Equipment
  - Other general office supplies that may be provided by the SOURCE<sup>10</sup>
- Are not eligible to apply for student activity fee operating or programming funds.

CSA may establish criteria for accepting new campus-wide programming organizations and specific requirements for The Ohio Union Activities Board. The chair of the Council on Student Affairs will make such criteria available to students upon request.

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<sup>10</sup> Campus-wide programming organizations are prohibited from availing themselves of supplies and materials at the SOURCE.

## ALLOCATION GUIDELINES

The Council on Student Affairs must act as a good steward of student activity fees and the other University resources over which it has jurisdiction. With a limited amount of student activity fee monies, CSA has implemented policies that seek to maximize the impact these funds have on the campus community.

To this end, student activity fee monies were divided into several funding lines when the three student governments agreed on the fee. These funding lines are as follows:

- 55% Ohio Union Activities Board (campus-wide programming)
- 20% Student Organizations Funding
- 10% Student Government Funding
- 12% Explore Columbus
- 3% Alternative Spring Break

Monies set aside for registered and active student organizations must also provide a significant impact on the campus community and should promote the educational, research, and service mission of the University. Student organizations seeking funding from the CSA Allocations Committee must demonstrate how their programs enhance the student experience and have an impact on students at Ohio State beyond their own membership.

From the monies set aside for student organizations, \$80,000 is used to fund the SOURCE, a resource room for all registered student organizations.<sup>11</sup> The SOURCE provides access to photocopying, a graphic designer, mailboxes, a button maker, poster materials and printing, and fax machines. Out of this \$80,000 a total of \$30,000 shall be set aside with \$15,000 to be applied towards the Student Involvement Fair, \$15,000 to provide additional support to the Student Organization Graphics Department. An additional \$6,000 from these monies is allocated to the Inter-Professional Council to augment its budget.<sup>12</sup> The remaining monies are divided between undergraduate student organizations and graduate professional student organizations based upon enrollment population.

- 74.4% undergraduate student organizations
- 25.6% graduate/professional student organizations

In each of these funding lines, the monies are divided between operating funds (25%) and programming funds (75%). Both operating funds and programming funds are available by application only and are not automatically granted to student organizations. While programming funds are disbursed after submission of receipts for fundable expenses, operating funds checks are advanced to student organizations upon approval of a submitted application and budget.

No event may receive SAF monies if income from the event profits the organization. Any proceeds from a ticketed event must be put towards the cost of the event or donated to a charitable cause.

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<sup>11</sup>The student governments and OUAB are prohibited from using SOURCE resources except for the services of the graphic design staff.

<sup>12</sup> Because the professional student population is so small (6.1% of the total student population), this additional allocation is made above the 10% in order to fund their operating expenses.

## OPERATING FUNDS

CSA makes available a limited amount of funds to each registered and active organization for its operating expenses in order to encourage student organizations to cover some of their own operating expenses. Student organizations may apply for up to \$200/year for their annual operating expenses. Applications for operating funds will be processed starting on July 1<sup>st</sup> of each year. Operating funds will be awarded on a first-come basis until funding runs out.

### FUNDABLE OPERATING EXPENSES

- Telephone and Internet: e.g. UNITS internet service and/or UNITS telephone service including monthly charges, local calls, and business long distance calls; UNITS services must be used on university property.
- Office supplies: e.g. stationery, pens/pencils, paperclips, computer disks, stamps for general organizational use, and other consumable items needed to conduct business
- Newsletters: e.g. regular, periodic publications to the organization's membership containing information about the organization and its activities
- Advertising and promotion: e.g. materials and events used to recruit members, announce meetings and organizational activities; including but not limited to t-shirts, banners, posters, and flyers
- Books and subscriptions: e.g. literature central to the organization's purpose and readily available to the entire membership
- Dues to local, state, national, and international organizations: membership dues for the organization in its local, state, national, or international organization
- Bank charges: e.g. charges associated with maintaining checking and savings accounts
- Awards: e.g. plaques, certificates, prizes, scholarships, recognitions
- Travel: transportation and lodging costs associated with traveling to a planning or leadership retreat or to a regional or national conference and/or competition where the purpose of the event aligns with the purpose of the organization
- Food: food for recruitment or marketing events
  - Expenses for food are limited to 50% of the allocated operating funds
  - In accordance with the Coca-Cola contract, competitive products may not be purchased or distributed and are non-fundable expenses
- Other: organizations may request funds for operating expenses that do not appear on this list if they are not prohibited; a rationale for inclusion will be required

### NON-FUNDABLE OPERATING EXPENSES

- Activities or expenditures to benefit individuals: expenditures designed for the personal gain of individuals and not the organization as a whole; these include but are not limited to the following:
  - Books and subscriptions
  - Local, state, national, or international organization dues
  - PDAs and cellular telephones
  - Personal long distance charges
  - Printing of resumes and duplication of course materials
- Activities or expenditures to benefit organization: expenditures designed for the financial gain or profit of the organization

- Bank or PayPal Charges: Insufficient funds penalties, interest on loans, or costs associated with use and maintenance of a PayPal account
- Salaries or other remunerations: fees paid to any individual, including students, for his/her services
- Donations: direct monetary donations to charitable organizations or individuals
- Food: meetings for members only, special or recognition dinners for members of the organization, meals when traveling
- Equipment and software: costs associated with purchasing equipment, and software for the organization, including portable drives
- Programs: activities sponsored by the organization except for recruitment activities.
- Religious or worship services: e.g. masses, prayer circles and meetings, sabbats, Seders, Shabbat services
- Political and lobbying activities: e.g. partisan political activities, political campaigns, or political lobbying

## OPERATING AUDIT PROCESS

Operating funds audits are due to the CSA Fiscal Coordinator by June 1. The submitted audit must be complete and according to the guidelines in order for the organization to be eligible for CSA funding the following year.

## PROGRAMMING FUNDS

CSA makes available limited funds to registered and active student organizations for their programs. New & Re-Established Student Organizations may apply for up to \$2,000/year for their programs. Established Student Organizations may apply for up to \$3,000/year. Student organizations may apply for funding for multiple events throughout the year, but are only eligible for funding up to their per-year-limit. Programming funds will only be disbursed after submitting receipts for fundable programming expenses and an assessment of the program.

### DEFINITIONS:

**Program:** A program, for the purpose of student activity fee funding, is defined as an educational or service activity held on campus or a service/outreach activity held off-campus, that is open to the campus community, contributes to the purpose and mission of the student organization, and provides developmental and educational outcomes for and other benefits to its student membership and its other participants.

**Open Program:** A program that is open to all students beyond the membership of the sponsoring student organization. A program that meets the marketing requirements by advertising to a wide range of students through several mediums; organizations must advertise through at least one university-sponsored advertising source (e.g. Honors and Scholars Net, Buckeye Net News, fliers in campus buildings, Lantern ads, etc.). A program is not open if it is advertised to a limited constituency.

**On-Campus:** On-campus is defined as the property of The Ohio State University and the University District defined by four borders: north to Patterson Avenue; east to Summit Avenue; South to King Avenue; and West spanning on properties owned and managed by The Ohio State University. To receive funding, programs must take place on-campus unless a recommendation for exemption is made by the Ohio Union event planner in coordination with the CSA Allocations Committee.

**Recruiting:** Events in which the primary purpose is recruiting members to the organization do not constitute programs.

**Service:** Hands-on, volunteer activities requiring physical labor or skills. Service may be performed off campus. Service at professional meetings, conferences and competitions does not constitute fundable service. Service must be an open event not limited to one group or constituency requiring unique training and/or skills. If the event does require such skills or training, event must include other opportunities to allow all interested students a chance to participate.

**Receptions:** Receptions that are part of a larger event such as a guest speaker or performance are fundable.

**Fundraiser/Philanthropy:** A fundable program if the program or event meets all other Programming Funds definitions and benefits a 501(c)(3) charitable, nonprofit with the CSA funding strictly limited to the costs of the event.

Large-scale student organization programs that fall within the purview of OUAB will not be awarded funding. Instead, individual students and student organizations are strongly encouraged to bring such ideas to the appropriate OUAB committee or the appropriate student government organization, each of which has the funds and the organizational structure to accomplish such large-scale, campus-wide activities.

Monies set aside for student organization programming will be divided up so that there are funds available for programming in each quarter of the academic year. Quarterly funds not awarded will be rolled forward into the next quarter's allocation. The monies are distributed so that more funds are available in the quarters where traditionally more programs are held.

- Summer: 1/8
- Autumn: 1/4
- Winter: 1/4
- Spring: 3/8

Registered student organizations seeking student activity fee funding for their programs must apply for program funding by the 5<sup>th</sup> Friday of the quarter preceding the event's occurrence for programs occurring during Winter, Spring, and Summer quarters. For programs occurring prior to the end of October in Autumn quarter, the deadline is the 5<sup>th</sup> Friday of the full summer term. For programs occurring after October until the start of Winter quarter, the deadline to apply for funding is the 2<sup>nd</sup> Friday of Autumn quarter. The CSA Allocations Committee will evaluate all requests and notify student organizations of its decision within three weeks of the deadline.

Each program must be classified by the student organization as one of the following depending on the program's emphasis:

- Academic
- Arts
- Diversity
- Outreach/service
- Social
- Sports/recreational
- Wellness
- Miscellaneous

Funding for programming will be allocated across these categories after reviewing all requests and the nature of other events available on campus in a given quarter.

All allocations are subject to the availability of funds. Requests for funding will be evaluated based on the following additional criteria:

- Program contributes to the broad educational or service mission of the University as expressed in the philosophy statement on student organizations
- Program fits within the purpose of the student organization as written in its constitution
- Indication of the program's ability to attract broad student interest
- Anticipated # of student participants and the anticipated total # of participants
- Cost/student participant and cost/total number of participants
- Indication of the student organization's ability to implement the program within its stated timeline and available resources
- Student organization's history of successfully sponsoring programs on campus
- Availability of alternative funding sources

## **FUNDABLE PROGRAMMING EXPENSES**

- Entertainment: e.g. speaker fees, honoraria, gifts (not to exceed a monetary value of \$100) or other fees for speakers, presenters, DJs, artists, or rental for film or other entertainment media, including travel expenses for out of town speakers or presenters
- OSU Physical Facilities: charges for setup and cleanup, including but not limited to electricity, water hook-up, tables and chairs
- Tickets: costs associated with printing tickets for a program
- Publicity: e.g. costs for publicizing a program with flyers, posters, advertising in local media; publicity may not exceed 20% of the total cost of the program/activity.
- Security and safety: e.g. costs associated with providing uniformed or plain-clothes officers, EMS/Fire prevention officers as programming/activity demand
- T-shirts: costs associated with making t-shirts for a program
  - Expenses for t-shirts are limited to 15% of the cost of the entire program
- Food and beverages: costs associated with providing food at a program, provided that the primary purpose of the event is NOT a meal, an organization celebration including an end-of-the-year or award banquet, a reception that is not part of a larger program, an organization meeting, or a recruitment event.
  - Expenses for food are limited to 25% of the cost of the entire program and may not exceed \$5/student participant
  - In accordance with the Coca-Cola contract, competitive products may not be purchased or distributed and are non-fundable expenses
- Awards: e.g. plaques, certificates, prizes, scholarships, recognitions. Expenses for awards may not exceed 10% of the program/activity budget
- Travel: up to 50% of the transportation and lodging expenses associated with a program that is a service project not on campus
- Equipment: rental costs associated with equipment not available for free at the university
- Consumable supplies: costs associated with consumable supplies not available for free at the university including but not limited to decorations and flowers. Costs associated with the consumable building materials needed for temporary set construction, not to include costumes, props, etc., are considered consumable supplies.

## NON-FUNDABLE PROGRAMMING EXPENSES

- Non-OSU Facilities: charges associated with renting a space not owned by OSU
- Items prohibited by state law and university policy: e.g. alcohol, firearms, tobacco, and illegal substances, lottery tickets, and promotions offered through Explore Columbus.
- Activities or expenditures to benefit individuals: expenditures designed for the personal gain of individuals and not the organization as a whole, these include but are not limited to the following:
  - Books and subscriptions
  - Local, state, national, or international organization dues
  - PDAs and cellular telephones
  - Personal long distance charges
  - Printing of resumes and duplication of course materials.
- Fundraising: costs associated with a fundraiser whose purpose is to generate revenue for the student organization, its programs and activities, or individual members
- Donations: direct monetary donations to charitable organizations or individuals not associated with the costs of a service project
- Salaries or other remunerations: fees paid to any individual, including students, for his/her services except for any purposes specified in fundable programming expenses.
- Equipment and software: costs associated with purchasing equipment and software for the organization
- Religious or worship services: e.g. masses, prayer circles and meetings, sabbats, Seders, Shabbat services
- Political and lobbying activities: e.g. partisan political activities, political campaigns, or political lobbying
- Banquets: Events in which the primary purpose is food and/or there is not a program aspect to the banquet.
- Food and beverages: For programs in which the primary purpose of the event is a meal, an organization celebration including an end-of-the-year or award banquet, a reception that is not part of a larger program, an organization meeting, or a recruitment event.
- Off-Campus Events: Any events that are held outside of the University District or not on University property, unless the primary purpose is for service
- Recruitment: Events in which the primary purpose is recruitment and/or there is no program aspect to the event
- Gambling: Any event or program that involves a paid game of chance where participant exchanges anything of value for the opportunity to play. These events include but are not limited to casino nights, poker tournaments, and raffles
- OSU Faculty/Personnel: Persons who are employed by the University may not be paid for services rendered if they are included within the services for which they are employed by the University.

### Off-Campus Exemption for Student Organizations during the Construction of the Ohio Union

Student organization programs typically held on-campus and that receive funding may no longer be able to be held on campus due to the closing of the Ohio Union. If a student organization wishes to hold an event off-campus and receive funding, the organization must meet with an event planner at the Ohio Union, in coordination with the CSA Allocations Committee to talk about on-campus and off-campus options. Please note that funding request must be submitted by the deadline. If a program cannot be held on-campus, a recommendation must be made to the CSA Allocations Committee by the event planner. In

the event a program will be funded at an off-campus location, money can go toward all fundable expenses, but cannot go toward facility costs.

## **PROGRAMMING AUDITING PROCESS**

Audits are due to the CSA Fiscal Coordinator 30 days after the program takes place in order to receive funding reimbursement.

## **APPEAL PROCESS**

A student organization may request the CSA Allocations Committee reconsider its decision. A request for reconsideration must be initiated within 7 calendar days of a student organization's receipt of notification that their request for funding was denied. Appeals to the CSA Allocations Committee may be made in writing only. All such appeals should be sent to the CSA Fiscal Coordinator, after which they will be forwarded to the CSA Allocations Chair for review at the next regular meeting.

Should the CSA Allocations Committee not reverse its decision, the student organization may ask the CSA to review the decision of the CSA Allocations Committee. This review must be requested in writing within 7 calendar days of a student organization's receipt of the notice of the CSA Allocations Committee's decision. CSA will review the decision of the CSA Allocations Committee using only the information provided in the initial appeal. All such requests should be sent to the CSA Fiscal Coordinator, after which they will be forwarded to the chair of CSA.