Registration Guidelines for Student Organizations at Ohio State

What led to this review

Following the creation of the Student Activity Fee in 2003, the Council on Student Affairs made minor adjustments to how resources were allocated to student organizations. Several observations and events this past year led CSA to undertake a comprehensive review and overhaul of the system for registering student organizations and allocating University resources to their activities. These observations and events include:

- Lack of an overall philosophy on student organizations;
- Running out of student activity fee funds for student organizations mid-year in 2003-04;
- The need to tie the allocation of University resources to educational and developmental outcomes for students involved in student organizations; and
- The perception that some student organizations were tapping student activity fee monies for frivolous purposes.

Process

The CSA Ad-hoc Committee on Student Organization Classification and Resource Eligibility proposes a new system for recognizing student groups and registered student organizations at The Ohio State University. This proposal is the final draft presented to CSA on June 1st for endorsement. The recommendation endorsed by the Council on Student Affairs will then go to the Vice President for Student Affairs who has the authority under faculty rules for promulgating rules and regulations governing student organizations. The CSA Allocations Committee will review the impact of these new policies in Spring 2006 and recommend any changes to the Council on Student Affairs in Spring 2007.

Summary of Changes

<table>
<thead>
<tr>
<th>2003-04 System</th>
<th>Proposed System</th>
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<tbody>
<tr>
<td>No philosophy on student organizations at Ohio State</td>
<td>Explicit philosophy statement on student organizations at Ohio State, including guiding principles for the policies</td>
</tr>
<tr>
<td>Student organizations divided into 2 categories: selective and non-selective</td>
<td>System of student groups and student organizations based compliance with University rules, membership requirements, size, and longevity of the organization</td>
</tr>
<tr>
<td>Students limited to serving as registered organization leader for 5 groups</td>
<td>Students limited to serving as registered organization leader for 3 groups</td>
</tr>
<tr>
<td>Only 3 students needed to create a registered student organization with all of the benefits and resources available to them</td>
<td>A minimum of 10 students needed to create a registered student organization with all of the benefits and resources available to them</td>
</tr>
<tr>
<td>Faculty/staff limited to serving as advisor to 7</td>
<td>Faculty/staff limited to serving as advisor to 3</td>
</tr>
</tbody>
</table>

1 Please note that all text in italics is for informational purposes only and will not be included in the final version of this document.
Student activity fee monies divided into operating, program, and travel funds

All student activity fee for programming monies awarded on a first-come, first-served basis

Requests for funding made on a rolling basis

Sport clubs treated as a separate line item

Decisions on funding requests made from a viewpoint neutral point of view based solely on whether the request is open to the entire campus and does not violate any relevant rules, regulations, or laws

Decisions on funding requests made from a viewpoint neutral point of view, taking into account objective, evaluative, and comparative criteria

<table>
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<tr>
<th>Guiding Principles</th>
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The monies generated by the Student Activity Fee, recommended by the Council on Student Affairs and approved by the Board of Trustees, are University funds and are subject to the applicable rules governing public monies. Accordingly the Council on Student Affairs 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 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 monies
• With limited resources available to Student Organizations and with requests for funding that vastly exceed available monies, rational principles of proportionate use and guidelines have to be set by the Council to fairly distribute these monies
• Public monies 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 primarily be used by students and to lesser extent to other individuals associated with the University (faculty, staff, alumni, and student partners or spouses)
• Monies 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
• Monies set aside for student organization programming prioritizes 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

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.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Benefits (Subject to applicable policies, rules, regulations, and laws)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization name</td>
<td>Inclusion in the University-published directory of student groups²</td>
</tr>
<tr>
<td>Statement of purpose</td>
<td>Use of bulletin boards, outdoor signboards, and kiosks on the University campus</td>
</tr>
<tr>
<td>Name, local address, phone number, and the OSU internet username (“lastname.nn”) for one student leader who is currently enrolled at Ohio State</td>
<td>Use of University facilities, as a non-University entity³ o Host events, including sponsoring guest speakers on campus</td>
</tr>
<tr>
<td>90% of the membership must be currently enrolled Ohio State students</td>
<td></td>
</tr>
</tbody>
</table>

New & Re-established Student Organizations

² On the webpage, these organizations will have the following disclaimer: “These groups do not meet the standards for a registered student organization at The Ohio State University.”
³ Unregistered student groups have access to University facilities that are generally available to the public.
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 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.

Requirements 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 Organizations a faculty/staff advisor may advise are intended to ensure that the advisor’s relationship to the organizations are meaningful.

Registration becomes effective after the Student Organization has submitted all documents and signatures required for registration and has received electronic notification of its registration classification from the Office of Student Affairs.

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<tr>
<td>• Constitution and bylaws(^4) on file with the Office of Student Affairs, must include:</td>
<td>• Inclusion in the University-published directory of Student Organizations</td>
</tr>
<tr>
<td>o Organization purpose that is tied to the educational purpose of the University and supports the mission of Ohio State</td>
<td>• Use of bulletin boards, outdoor signboards, and kiosks on the University campus</td>
</tr>
<tr>
<td>o The Organization must adopt in its constitution and bylaws a statement of nondiscrimination that is consistent with the University’s nondiscrimination policy(^5)(^6)</td>
<td>• Use of University facilities</td>
</tr>
<tr>
<td>o No student shall be excluded from membership on the basis of sex, unless the student organization is exempt under Title IX of the Education Amendments of 1972</td>
<td>o Host events, including sponsoring guest speakers on campus</td>
</tr>
<tr>
<td>• At least 3 student officers, including a treasurer and usually the organization’s president and vice president or co-chairs</td>
<td>o Hold on-campus fundraising events</td>
</tr>
<tr>
<td>o Officers must be enrolled for at least 3 quarters within the current academic year,(^7)(^8) meet minimum g.p.a.</td>
<td>o Use of amplified sound</td>
</tr>
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</table>

\(^4\) See guidelines on writing a Student Organization constitution and bylaws.
\(^5\) See e.g. Human Resources Policy 1.10: Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.
\(^6\) Examples of discrimination in a Student Organization include excluding individuals from joining the Student Organization as a member or as a voting member, from standing for election, and from participating in Organization activities or programs.
\(^7\) Or the equivalent for those students not on quarters.
requirements as determined by the Office of Student Affairs, and not be on academic or disciplinary probation or suspension

- Officers must not be registered officers in more than 3 Student Organizations
- The officers’ names, local and home addresses and phone numbers, and the OSU internet username ("lastname.nn") must be included in the organization’s registration application
- 90% of the membership must be currently enrolled Ohio State students
  - Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate as 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 10 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
  - Advisor may not advise more than 3 Student Organizations at the same time unless his/her job description requires advising more than 3 student organizations

Drake Union

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8 This rule is not intended to preclude any new, transfer, or change student from serving as an officer in a student organization in his/her first year.

9 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.

10 The advisor’s job description must be on file with the Student Organization’s file in the SOURCE.

11 This rule does not preclude faculty and staff from serving in an advisory capacity to an organization.

12 Currently there are 3 advisors who advise more than 3 groups.

13 The Office of Student Activities will assist you in determining which of these your organization needs.

14 The Ohio Unions Council should by the end of autumn quarter 2004 report to CSA on the policies and guidelines for assigning office space to student organizations.

16 Nearly ¼ of all currently registered organizations are new.
The name of the advisor(s), his/her campus address and phone number, and OSU internet username (“lastname.nn”) must be included in the registration application

- 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
- Tax ID number or an EIN

**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.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Benefits</th>
</tr>
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<tbody>
<tr>
<td>• Meet all the requirements for a New Student Organization</td>
<td>• Benefits available to New Student Organizations</td>
</tr>
<tr>
<td>• Student Organization must be in good standing at least two full years</td>
<td>• Access to CSA student activity fee monies up to $2,500/year for programming</td>
</tr>
<tr>
<td>• Student membership of 25 or more</td>
<td>• 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</td>
</tr>
</tbody>
</table>

17 Nearly ½ of all currently registered organizations have more than 25 members.

20 The responsibilities of student organizations are presented with minimal adjustment to previous iterations.
Responsibilities of 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:
  o Checkbook;
  o Check stubs or copies of all checks;
  o Consolidated receipt/disbursement book;
  o Paid bills and invoices for all purchases;
  o Copies of receipts issued for all cash payments;
  o Other documents, reports, receipts, photographs, etc that the organization deems important;
  o Financial statements; and
  o Budgets;
- Expending Student Organization monies to further the purpose(s) of the Student Organization and not for the private benefit of its officers or members; and
- Keeping the organizations’ faculty/staff advisor informed of its activities, programs, and financial standing; and
- Notifying the Office of Student Affairs within 30 days of any changes in the information submitted for registration.

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:

Denial

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20 This is not intended to preclude bringing to campus contracted, outsourced programs.
21 Reclassification may occur at this time based on changes submitted.
22 These policies on denial and termination of registration are presented with minimal adjustment to previous iterations.
• When the Student Organization is not formed for an educational purpose consistent with the philosophy statement on Student Organizations at Ohio State;
• When 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 sanctioned Student Organization under a new name;
• Registering a subsidiary of a currently registered Student Organization;
• When the Student Organization has delinquent debts which the students requesting registration cannot show will be paid within a reasonable time; and
• Submitting false information to The Ohio State University or a university representative, and

**Termination**

• 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, bylaws, and officer contact information, including the name and contact information for the faculty/staff advisor;\(^{24}\)
• When the Student Organization, its programs, and its activities are not planned and implemented by its student membership;\(^{25}\)
• 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 the Council on Student Affairs 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.\(^{26}\) All such appeals should be directed in writing to the SOURCE, which will forward them to the chair of CSA.

** Organizations with additional registration requirements and/or certain exemptions\(^{27}\)**

In addition to meeting the registration requirements for Student Organizations, some Student Organizations have other requirements for registration imposed by the Council on Student Affairs and/or by other offices at the University. Some have exemption from certain requirements. The

\(^{24}\) Updating the Student Organization file must occur within 30 days of any change to this information.
\(^{25}\) This is not intended to preclude bringing to campus contracted, outsourced programs.
\(^{26}\) These will be sent via certified mail to the Student Organization’s primary student leader.
\(^{27}\) These guidelines for special categories of student organizations are presented with minimal adjustment to previous iterations.
following three\textsuperscript{28} 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 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;
- In addition to the requirements for officers and advisors, a registered student media organization must have an advisory board. The composition and duties of the advisory board shall be established in the Student Organization’s constitution and should provide that:
  - The advisory board shall be composed of at least 2 faculty or administrative and professional staff members, one of whom must be the advisor, and 3 students, none of whom may be an officer, editor, or general manager of the student media organization;
  - The duties of the advisory board shall include, but not be limited to, approval of the Student Organization’s annual budget and expenditures, advising on matters of ethical accountability, and advising on the selection of the editor or general manager;
  - Unless specifically provided in the constitution, the advisory board shall not have control over the editorial policy or the Student Organization; and
  - The advisory board may not engage in prior censorship of student publications or student media broadcasts;
- 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 Director of Student Activities may request an on-site inspection to verify the inventory; and
- The signature of the advisory board chairperson is needed on the Student Organization registration form.

Currently there are three media organizations: Buck-iTV, Makio, and Student Radio.

Because media organizations provide a service to the entire campus community, they receive a special allocation from the monies set aside for undergraduate student organizations. Until 2005-06 when these policies are reviewed, Buck-iTV shall receive an annual allocation of $35,000 and Student Radio shall receive an annual allocation of $10,000. It is the intent that over these next few years, these organizations become more self-supporting like the Makio.

\textsuperscript{28} Now that the Office of Recreational Sports provides funds, staff support, and special access to recreational facilities, they are no longer eligible to register as a Student Organization. Nevertheless they are permitted to participate in the Student Involvement Fair.
Media organizations are ineligible to apply for any additional funding from CSA; this includes both operating and programming fund monies. This does not preclude them from the other benefits associated with being a registered Student Organization.

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, as well as 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 Affairs, Office of Student Activities. The signature of the Coordinator of Greek Affairs will be accepted as sufficient documentation of such endorsement.
   - The Coordinator may establish criteria for accepting new chapters and specific requirements for existing organizations. Such criteria will be made available upon request from the Coordinator.
   - 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 Student Organization.
- With permission from the Director of Student Activities, social fraternities and sororities may have fewer than 25 members and be eligible for recognition as an Established Student Organization if the Director finds a compelling reason that supports the values and mission of the University.

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 Honor Societies. 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 is 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.

### 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)
- **24%** Student Organizations Funding
- **10%** Student Government Funding
- **9%** Explore Columbus
- **2%** Project Community (alternative spring break program)

Monies set aside for registered 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 $50,000 is used to fund the SOURCE, a resource room for all registered Student Organizations. The SOURCE provides access to photocopies, a graphic designer, mailboxes, a button maker, poster printing and making materials, and telephone and fax machines. An additional $6,000 from these monies is allocated to the Inter-Professional Council to augment its budget. 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.

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32 This division of the funds is permanent until the student activity fee undergoes a comprehensive review in 2006-07 to determine whether to continue the fee at the current rate, increase or decrease the fee, or eliminate the fee.
33 The student governments and OUAB are prohibited from using SOURCE resources except for the services of the graphic design staff.
34 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.
74.4% undergraduate student organizations\textsuperscript{35}
25.6% graduate/professional student organizations\textsuperscript{36}

In each of these funding lines, the monies are divided between operating funds (25\%)\textsuperscript{37} and programming funds (75\%).\textsuperscript{38} Both operating funds and programming funds are available by application only and are not automatically granted to Student Organizations. Both are disbursed after submission of receipts for fundable expenses.

**Operating Funds**

CSA makes available a limited amount of funds to each 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 accepted starting on the 1\textsuperscript{st} Friday of autumn quarter. These applications must include their annual operating budget including all sources of income. Operating funds will be awarded on a first-come basis until funding runs out.

**Fundable operating expenses**

- **Telephone:** e.g. UNITS telephone service including monthly charges, local calls, and business long distance calls
- **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 used to recruit members, announce meetings and organizational activities
- **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\textsuperscript{39}
- **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\textsuperscript{41}
- **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 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:
  o Books and subscriptions
  o Local, state, national, or international organization dues
  o PDAs and cellular telephones
  o Personal long distance charges
  o Printing of resumes and duplication of course materials
• **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**: e.g. food for organizational meetings, recruitment or marketing events, special or recognition dinners for members of the organization, meals when traveling
• **Equipment**: costs associated with purchasing equipment for the organization
• **Programs**: programs and activities sponsored by 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

**Programming Funds**

CSA makes available limited funds to registered Student Organizations for their programs. New Student Organizations may apply for up to $1,000/year for their programs. Established Student Organizations may apply for up to $2,500/year. Student Organizations may apply for funding for multiple events throughout the year, but are only eligible for funding up to its per-year-limit. Programming funds will only be disbursed after submitting receipts for fundable programming expenses and an assessment of the program.

A program, for the purpose of student activity fee funding, is defined as an educational or service activity held on campus, 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.

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.

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42 *Equipment is impossible to monitor. Groups with general equipment needs not provided by the SOURCE are encouraged to contact the SOURCE suggesting that such equipment be purchased.*
43 *These may be fundable under programming funds.*
44 *The only exception is that service/outreach activities may be held off campus. The CSA Allocations Committee may apply additional scrutiny to such requests when allocating student activity fee monies.*
45 *The intent of this rule is to prevent Student Organizations from excluding any student on campus from participating in the event, not to direct their marketing to the entire university.*
46 *See guidelines on what is fundable and non-fundable below for additional clarification.*
47 *The Ohio Union Activities Board should publish its planning process and guidelines for receiving ideas from outside sources so that Student Organizations and individual students are aware of how to bring ideas for large-scale events to OUAB.*
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 3rd Friday of the quarter preceding the event’s occurrence. The CSA Allocations Committee will evaluate all requests and notify Student Organizations of its decision within three weeks. 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 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 expenses**

- **Entertainment**: e.g. speaker fees, honorariums, 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, plain-clothes officers, EMS/Fire prevention officers as programming/activity demand
- **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 banquet, a reception, 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
- **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

### Non-Fundable 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
- **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
- **Fundraisers**: 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
- **Equipment**: costs associated with purchasing equipment 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

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48 Receptions that are part of a larger event such as a guest speaker or performance are fundable.
49 This is the only exception to the requirement that programs occur on campus. The CSA Allocations Committee may apply additional scrutiny to such requests when allocating student activity fee monies.
50 Student activity fee monies may be used to host an on-campus fundraiser for a 501(c)3 charitable organization not affiliated with the University, provided that this organization is in compliance with the University’s nondiscrimination policy and that the monies strictly be limited to hosting the event. They may not be donated directly to the organization.
51 This does not preclude programs or speakers on religious topics.
Appeal process

A Student Organization may request that the CSA Allocations Committee reconsider its request. A request for reconsideration must be initiated within 15 days of a Student Organization’s receipt of notification that their request for funding was denied. The treasurer and president of the Student Organization have the right to present the Organization’s case for reconsideration in person before the CSA Allocations Committee. Should they choose to exercise this right, they will be given 15 minutes for their presentation and questions from the committee on the next available CSA Allocations Committee meeting agenda.

Should the CSA Allocations Committee not reverse its decision, the Student Organization may appeal this decision to the Council on Student Affairs. An appeal must be initiated within 15 days of a Student Organization’s receipt of the notice of the CSA Allocations Committee’s decision. Appeals to the Council on Student Affairs will be made in writing only. All such appeals should be sent to the SOURCE, after which they will be forwarded to the appropriate committee chair.

52 These will be sent via certified mail to the Student Organization’s primary student leader.