



STUDENT CLUBS & ORGANIZATION HANDBOOK

INTRODUCTION

We hope that you will find this handbook a useful guide for establishing a new organization or as an aid for existing organizations. An important part of your collegiate experience includes involvement in student activities outside of the classroom. Membership and leadership in our student organizations are vital methods of enhancing your educational training and personal growth. Whether you are a new student just beginning to find out what interests you, a veteran student leader, or a faculty/staff member who is advising a student group, this handbook is made to guide you to leading a healthy and effective organization.

Please do not hesitate to contact Jodie Holava at 330.462.6177 or holava.1@osu.edu if you have any questions.

About the Office of Student Programming & Life

Our goal in the Office of Student Programming & Life is to enrich the University experience for Ohio State University – ATI students by providing co-curricular activities and programs that develop leadership skills, a sense of social responsibility, and an active engagement with the local community. The department is committed to cultivating an environment that promotes diversity and inclusion, student learning, and success.

As an extension of the Office of Student Programming & Life, registered student clubs and organizations seek to accomplish several of the same goals in their own unique ways. This office attempts to assist those organizations by providing organizational advisement, guidance in navigating college resources and policies, conflict resolution, professional development, and so much more!

FORMING AN ORGANIZATION

The University encourages students to organize and participate in groups whose purpose centers on the interest and goals of the individuals involved. Experiences in the areas of leadership, interpersonal relationships, and decision-making related to operations of the organization can provide vital lessons and, as such, are encouraged. In order to plan and coordinate group activities and keep students informed regarding possible organization activities, the College requires that student organizations annually register with the Student Programming Coordinator (SAC 106).

Guidelines for Registration

In order to be recognized by OSU - ATI and be eligible for the appropriate benefits, student organizations must register with the Student Programming Coordinator. Registration signifies the organization's intent and agreement to comply with University Policies and Procedures.

Any person enrolled as a student and currently registered in credit courses at OSU - ATI may create a student organization. A student organization is defined as an association of students created for any educational or social purpose. No outside organization, employee or member of the community may initiate the steps to starting a club. *Organizations cannot discriminate on the*

basis of age, race, gender, religion, or sexuality. Doing so is a violation of OSU-ATI campus equal rights.

Categories of Organizations

Types of registered student clubs and organizations recognized by the University include:

Academic: Organizations are centered within a specific academic program or department at OSU - ATI. (Example: Pre-Veterinary Club)

Honor Societies: This type of organization maintains affiliation with a national honor society and members of these organizations are registered on the basis of academic achievement and are accepted by invitation only. (Example: Phi Theta Kappa)

Special Interest: Organizations that focus on topics of interest that don't necessarily fit into another category are included under special interest. These organizations could be created for social, recreational, political, service, or faith-based to name a few. (Example: ATI Student Book Club)

**Social Clubs do not need a Constitution, nor is it necessary to have officers. In addition, they are not required to hold three mandated events each academic year. However, they are permitted to follow same guidelines as other clubs.*

The Office of Student Programming & Life reserves the right to refuse recognition of any organization's registration, if deemed necessary. Due to the size of campus, groups or organizations with similar purposes – for example, two scrapbooking clubs – will not be approved. The first group to complete registration paperwork will have priority.

STEPS TO REGISTER A STUDENT ORGANIZATION

1. The group must have **at least five registered students** willing to commit time and effort to the formation and maintenance of the group. One of the five students must be willing to serve as the primary contact.
2. The group must acquire a faculty or staff member of OSU-ATI to serve as a faculty/staff advisor to the organization. An advisor is needed before a student organization will be formally recognized by the Office of Student Programming & Life.
Qualification Criteria for Advisors: Advisors of student organizations must be full-time members of the CFAES Wooster campus faculty or full-time staff. If a person, serving as an advisor does not meet the above criteria, a qualified member of the campus staff must be chosen as a co-advisor.
3. The group must then complete the ***Student Organization Registration form***. Form can be obtained online by visiting the *Student Organization Resources* page.
4. The organization will need to write a Constitution, which serves as an outline of purposes and goals for the organization. ***“Creating your Organization’s Constitution”*** template is available online to aid in the process of creating a constitution.
5. Once the constitution is written, both the Constitution and Student Organization Registration form should be sent electronically to the Student Programming Coordinator, Jodie Holava (holava.1@osu.edu) or dropped off at the Student Activities Center (SAC 106) for review.

6. Upon review, the Student Programming Coordinator will either approve, reject or send the document back for revision.

REGISTRATION RENEWAL PROCEDURES

Annual Registration for Existing Organizations

Previously recognized student organizations must renew their registration yearly by **5:00 pm of the sixth Friday of the fall semester**, by completing a ***Student Organization Registration form***. These completed documents will be kept on file in the Student Programming Coordinator's office. Organizations that do not complete the Registration renewal will be considered inactive and will not be able to reserve rooms, fundraise or have the privileges listed below. This form is available in the Student Programming Coordinator's office (SAC 106) or online at the *Student Organization Resources* page.

EXPECTATIONS OF REGISTERED STUDENT ORGANIZATIONS

The Student Programming Coordinator works with student organizations to coordinate activities, solve problems, secure University facilities/services, and function within existing University policies and procedures. Student organizations in return are responsible for communicating with the Office of Student Programming & Life, practicing sound fiscal management, following University policies, and observing State and Federal Laws.

Students are encouraged to incorporate their own ideas within the developmental structure that is provided in order to bring fresh and innovative leadership to student organizations. Student leaders are held accountable for the role they assume within their organization. The role of Student Programming Coordinator is to *assist* student organizations in advancing their purpose and goals by providing information, support, and advice.

Mandatory Events by Registered Student Organizations

Each academic year, registered student groups are required to host **three** events.

1. **Social Event** – any function or activity that is provide by an organization to meet the social needs of members and/or guests
 - a. Examples: game nights, picnics, dances
2. **Educational Event** – any function or activity to serve as a learning experience for either club members or the OSU-ATI community
 - a. Examples: speaker, lecturer, information session
3. **Community Service Event** – any function or activity designed for the benefit of the community
 - a. Examples: blood drive, food drive, park clean-up

To assist in the planning of these events, visit the *Event Planning* page and review the ***Organization Planning form***. This form is a resource to help you begin planning your events for the year. This form does not need to be turned in to the Student Activities Office.

As you run meetings and plan programs, please help the Office of Student Programming & Life stay informed. In order to promote all activities better as well as update the Student Activities Calendar, please **e-mail your events and projects, on or off campus, to holava.1@osu.edu utilizing the *Event Reporting form***. Meeting times and location should also be sent to the Student Programming Coordinator so we may inform students when and where to find you.

All event reporting forms can be found online at the *Program Planning* page and turned in to Student Programming Coordinator, Jodie Holava.

Student Leadership Council

Each student organization must have a representative serve on the Student Leadership Council (SLC). This individual can also serve as a member of the organizations executive board or can be appointed to a non-executive member. The SLC will meet once a month during the academic year. The following are objectives of the SLC:

1. To provide an outlet for student opinions on matters of student interest and conveying those opinions to the faculty, staff, and administration
2. To build leadership among student organizations as well as the campus community
3. To provide an opportunity to share and promote events of all student organizations to building support and collaboration

The SLC will be advised by the Student Programming Coordinator.

SETTING UP A STUDENT ORGANIZATION ACCOUNT

If your organization has interest and need for a financial account, advisors should seek approval with the OSU – ATI Fiscal Officer, Desiree Lutsch at lutsch.1@osu.edu. At that time, she will advise on the appropriate steps to obtain an account.

Purchasing Club T-Shirts/Apparel

Any use of the Ohio State ATI or CFAES logos and/or names must be pre-approved by the communications and marketing department. If your organization is planning to purchase items using logos and/or names, forward the proposed design to Frances Whited, Communications Coordinator at whited.16@osu.edu for approval or assistance.

All trademarked art, i.e. the Block O, Ohio State, The Ohio State University, must go through CFAES branding for final approval. In addition, using something that emulates the trademarks but aren't the actual thing is not permitted either. For example, using the O in another type of block font. Even if it isn't the trademarked Block O the intent is to have it look like the Block O. Once trademarked art is approved, printing must be completed by an Ohio State vendor licensed to reproduce the logo.

Need help creating a design? Contact Frances at whited.16@osu.edu and she can provide guidance and create artwork files.

FUNDRAISING

Student organizations are expected to be financially self-sustaining. The following information will detail some considerations and best practices for fundraising. Your organization should pursue fundraisers that align with your organization purpose, minimize your risk, and have potential to be financially successful. Some potential ideas include: membership dues, selling t-shirts, concession stands/bake sales, and restaurant nights. There are no spending restrictions on money you fundraise.

Approved Bake Sale Food Items/Ohio Cottage Food List – Non-potentially hazardous food items

In Ohio, thanks to our cottage food law, there are certain types of low risk food products you may produce and sell right out of your home kitchen with no inspection or licensing requirements.

This is perfect for anyone who wants to test the market for their food product without the risk of investing a lot of money in a storefront or have a bake sale. Specific food products that Ohio law defines as "cottage foods."

Only food products that are *non-potentially hazardous* fall into the cottage food category. Ohio Administrative Code Section 901:3-20-04 lists the food items approved as cottage food products.

This list is very specific and includes the following food products:

- Non-potentially hazardous bakery products (such as cookies, breads, brownies, cakes, and fruit pies)
- Jams
- Jellies
- Candy (including no-bake cookies, chocolate covered pretzels or similar chocolate covered non-perishable items)
- Fruit butters
- Granola, granola bars, granola bars dipped in candy
- Popcorn, flavored popcorn, kettle corn, popcorn balls, caramel corn (does *not* include unpopped popping corn)
- Unfilled, baked donuts
- Waffle cones
- Pizzelles
- Dry cereal and nut snack mixes with seasonings
- Roasted coffee, whole beans or ground
- Dry baking mixes in a jar (for making items like breads and cookies)
- Dry herbs and herb blends
- Dry seasoning blends (such as dry barbeque rubs and seafood boils)
- Dry tea blends

If there is a specific food product you want to produce in your home but it is not in the cottage food definition, you may need to obtain a home bakery license.

NOT approved (list is a starting point NOT all inclusive) –
cheesecakes, items that need refrigerated, cream pies, donuts with filling, etc.

Groups are solely responsible for food safety at their events. These guidelines are intended as an informational resource only. The Ohio State University – ATI does not warrant or certify the safety of any food served by groups in accordance with these guidelines. Under no circumstances shall The Ohio State University – ATI or its trustees, employees, or agents assume liability for any food provided by groups at their events.

MARKETING AND POSTING POLICY

Purpose of this policy:

- to establish optimal opportunities for promoting campus organizations and events;
- to increase effectiveness of campus postings;

This policy is for postings in public spaces with the following exceptions:

1. All designated Departmental Bulletin Boards are under the discretion of that unit's supervisor with regards to postings and removals.
2. All postings in University Housing must be approved by administrative staff, Caitlin Blake.
 - a. Flyers can be sent to ati_housing@osu.edu for approval.

- b. A maximum of one posting per event/per campus group/per bulletin board is permitted.
- c. Posted material should be of a reasonable size relative to the size of the posting area (5x5, 5x7, 8-1/2 x 11). This allows room for all postings.
- d. Table tents are considered a posting tool and require approval. Maximum size for tables tents is 5-1/2 x 8-1/2.
- e. Groups will be responsible for printing all materials.
- f. Postings may be displayed for up to **two weeks** (unless approved for longer display).
- g. Posting is prohibited on all pieces of artwork, elevators, vehicles, trees, furniture, university signs, glass surfaces, doors, toilet stalls, ceilings, brick, doors, railings, light poles, trash cans, windows, seating, etc. In the case of emergency, administration may post a notice on a door area.
- h. For cork bulletin boards, use tacks or stick pins only.
- i. For sidewalks, use outdoor chalk only. No paint!
- j. Use of tape, stickers, and/or decals is prohibited!

IV. Posting Locations and Marketing Opportunities

- a. Approved general Bulletin Board locations (10 boards):
 - i. Halterman Lobby near computer lab
 - ii. Learning Lab
 - iii. Board down hall from Learning Lab
 - iv. Skou stairwell (4)
 - v. Board by Upward Bound
 - vi. Café Carmen (2)
- i. Library requires approval from Kathy Yoder (yoder.332@osu.edu) prior to posting or utilizing table tents.
- ii. To post on bulletin board by Bookstore, group must obtain prior approval.
- b. Sidewalks: Campus groups may write messages in chalk on sidewalks for events. Sidewalk chalk may not be used under awnings or similar overhangs.
- c. Table tents for Café Carmen, Halterman high tops and Skou lounge (approx. 20)
- d. Buckeye Buzz weekly newsletter and monthly highlights via online submission at <https://ati.osu.edu/buzz>
 - i. Submissions to be posted in weekly newsletter are due by the Thursday of the week prior to the event.
 - ii. Submissions to be posted in the monthly highlights are due by the second to last Thursday of the month for the following month.
- e. TV monitors at least 3 days prior to posting. (More information below.)

V. Television Postings

- a. Images must be emailed to the following:
 - i. Campus Housing monitor: ati_housing@osu.edu
 - ii. Student Activities Center monitor: atistudentactivities@osu.edu
 - iii. Halterman lobby & Skou lounge monitor: whited.16@osu.edu
- b. Each digital post will remain up for two weeks from the time it is posted and removed with 24 hours at the conclusion of the event.
- c. Images must be sent in the form of a 16:9 widescreen Powerpoint slide converted to a jpg. No live animation slides permitted.

VI. Other Information

- a. The Student Activities Office will remove notices from all general posting areas on a weekly basis.
 - i. This includes dated postings, non-approved postings, and violations.
- b. For assistance with preparing fliers, digital messaging or other advertising, contact the Student Activities Office at atistudentactivities@osu.edu.
- c. Ohio State ATI Posting Policy can also be found online at <https://woostercampuslife.cfaes.ohio-state.edu>

BENEFITS FOR STUDENT ORGANIZATIONS

Some benefits include:

1. Use of designated bulletin boards across campus.
2. Ability to post notices/announcements via email, Social Media, and other campus media outlets.
3. The right to promote moneymaking projects on campus with approval from the Student Programming Coordinator and within the institution's limitations.
4. The right to sponsor and promote projects and activities on campus with Student Programming Coordinator approval and with institutional limitations.
5. Use of college vehicles for club functions. College advisors or College officials must reserve and drive college vehicles. Applicable costs will be charged back to organizations. Plan to assure availability. Ask advisor for help!!
6. The ability to travel as an organization to conferences, cultural enhancement opportunities, or for professional development.
7. Use of College facilities, meeting rooms, lobby, tables, etc. with the appropriate level of approval.

STUDENT ORGANIZATION STATUS

Active Status

Organizations who have met all requirements of registration, renewal and/or membership will be considered an “active” organization.

Inactive Status

The status of a student organization may be considered inactive for any of the following reasons:

1. A written request of the officers of the organization
2. A constitutional provision dissolves the organization
3. An organization fails to hold meetings or activities for an entire year
4. An organization fails to renew its registration
5. Violation of regulations, policy, or other cause

A student organization which is deemed inactive shall, for all purposes, cease to exist and will no longer be afforded any benefits or have any privileges. Inactive status may be for a specific period (suspension) or for an indefinite period (expulsion). All violations of University regulations or policy will result in an investigation by the Office of Student Programming & Life.

Suspension

Organizations on suspension can no longer make room reservation requests or utilize any other privileges afforded to active status organizations. To be removed from suspension status, organizational members must meet with the Student Programming Coordinator to rectify the situation. A letter to reinstate the organization must be written before any meeting will be taken and should include a plan for actively participating in requirements for maintaining active status.

Expulsion

This is the permanent dismissal and separation of the organization from the University that includes complete and irrevocable termination of the organization’s registration. The organization will not be allowed to return to the University if it applies for re-recognition. This organization may not apply under a different guise for any reason.

Rules of Behavior

All members of clubs and organizations are representatives of the Ohio State University - ATI and should represent the University in a respectable and professional manner at all club and organization functions, whether on campus or off. Students are to adhere to the Student Code of Conduct. Falsification or misrepresentation of any college document, offenses against persons, and offenses against property will not be tolerated.

Diversity & Inclusion

All registered student organizations must be open to all students unless a national organization or academic association does not allow them to do so (i.e. Honor Societies). This means that no registered student organization can exclude currently enrolled students at OSU - ATI who are in good standing. Non-compliance will result in immediate suspension. Officers should remain conscious of people’s feelings and be inclusive while communicating, planning, recruiting, and leading. Every member of a student organization should feel supported.

Nondiscrimination by Organization

Registered student organizations should be welcoming of all students. In selecting members, registered student organizations may not discriminate based on social, physical, or cultural characteristics. Such attributes include but are not limited to age, economic status, ability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, gender identity or expression, or veteran status. Those who are found to be violating

this will be operating in conflict with University policy and are subject to possible disciplinary action and loss of recognition.

**Any student organization that does not comply with or is in breach of any of the University's policies or procedures as described in this handbook may be subject to disciplinary action and loss of recognition.*