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**INTRODUCTION**

You’ve been given this workbook because you have been selected to serve as an Involved Living Organization (ILO) executive board member! Congratulations! This is an exciting opportunity to create change for your fellow Buckeyes and contribute to the greater Columbus community.

This workbook will discuss important topics related to your time as an ILO Executive Board member and will provide space for you to begin to think about how your organization will run in this next school year. We expect that you take the time to go through this workbook individually and we hope you find time to go through this as an executive board too and get excited about what this school year will bring!

If you have any questions, please email Leadership and Involvement Specialist, Leah Wheeler at [wheeler.1110@osu.edu](mailto:wheeler.1110@osu.edu).

* The Student Involvement and Leadership Committee

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**HOW YOUR ILO ALIGNS WITH THE MISSION OF HOUSING AND RESIDENCE EDUCATION**

Involved Living Organizations (ILOs) assist in enhancing the residential student experience through the support, events, and opportunities they provide. ILOs are larger student organizations than the typical Community Council and are directly supported by Housing and Residence Education.

* **Create Community: We build relationships, are accountable to ourselves and others, participate in activities, and demonstrate responsible citizenship.**
  + Students will demonstrate engagement with the university community.
  + Students will build meaningful relationships within their living environment
* **Advocate Wellness: We take an active role in all aspects of wellness for ourselves and those in our community.**
  + Students will be able to identify holistic wellness practices
  + Students will have a thorough awareness of healthy habits related to alcohol and substances
* **Promote Inclusion:** **We engage in respectful dialogue, confront incidents of bias, strive to use inclusive language, and acknowledge and celebrate differences.**
  + Students will experience opportunities to increase their understanding of themselves in relation to others
  + Students will have a thorough understanding and appreciation of cultural and human differences
* **Enhance Learning:** **We connect experiences in and out of the classroom, by engaging with faculty, exploring professional opportunities, and developing life-skills.**
  + Students will be aware and faculty and academic resources on campus that support their success
  + Students will engage in intellectual exchanges in their residence hall environment and on campus with fellow students, faculty, and staff

**Activity: How your ILO Aligns with the Housing and Residence Education Core 4 Values**

What does your organization do or value that aligns with the Housing and Residence Education core values? Brainstorm three examples for each core value:

* **Community**
  + Example 1
  + Example 2
  + Example 3
* **Wellness**
  + Example 1
  + Example 2
  + Example 3
* **Inclusion**
  + Example 1
  + Example 2
  + Example 3
* **Learning**
  + Example 1
  + Example 2
  + Example 3

Now that you’ve brainstormed how your ILO aligns with the core 4 values, where do you think your organization could improve?

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**ILO EXECUTIVE BOARD MEMBER RESPONSIBILITIES**

As an executive board member for one of the Involved Living Organizations, Housing and Residence Education has additional expectations of you as an executive board member and different expectations of your ILO than a typical student organization. We support and provide guidance to ILOs in ways that other student organizations do not receive.

## **Executive Board Member Expectations**

* **Executive board members must follow guidelines as listed in your ILO’s constitution.** 
  + If your constitution does not include exec expectations (attendance, role responsibilities, etc.), it is encouraged that you add them.
* **Meet minimum GPA requirement of 2.0 Term GPA for undergraduates.**
  + Based on minimum requirements for good standing as set by the Office of Academic Affairs
* **Organization must be in financial good standing defined as:** 
  + ILO ledger needs to be updated on a regular basis
    - This is to ensure that errors are caught early so they can be solved.
  + Monthly ledger need to be completed on time (Friday following the end of each month)
    - ILO advisor to upload to the UH shared drive or emailed to Leadership & Involvement Specialist, Leah Wheeler, at [wheeler.1110@osu.edu](mailto:wheeler.1110@osu.edu)
* **Must complete student organization President and Treasurer training each year.**
  + Complete annually by the October 30 deadline (as applicable) to maintain established status.
    - [Student organization training website](https://activities.osu.edu/involvement/student_organizations/requirements/training/)

## **Involved Living Organization Expectations**

## **The below listed expectations are for each ILO as a whole**

* Each incoming ILO executive board member must review all ILO training materials provided by Housing and Residence Education.
* Each ILO must be registered as a student organization with the Student Activities office.
  + The status of registration be either “active”, “new/re-established”, or “established”. This must be completed before the close of the fall registration window (Oct. 30).
* Each ILO must provide information to the Leadership & Involvement Specialist about events for the Involved Living Newsletter weekly or as a calendar of events is finalized.
  + Please email event details to Leah Wheeler at [wheeler.1110@osu.edu](mailto:wheeler.1110@osu.edu)
    - Social media/newsletter graphic for event
    - Date, time, location
    - Event details
* Each ILO must manage their [Involved Living website](http://involvedliving.osu.edu/) specific ILO webpage
  + Login with your OSU credentials to access the [IL website management login](https://involvedliving.osu.edu/secure/manage/default.aspx) portal.
  + This includes updating content as necessary. Your website should be updated for next academic year with new exec information by the end of May.
* Each ILO should have their executive board members attend the Involved Living Leadership Conference (ILLC) in Fall semester.
  + Your ILO also has opportunities to present a session at this conference if they’re interested. Contact the [wheeler.1110@osu.edu](mailto:wheeler.1110@osu.edu) if interested in presenting a session at ILLC.
* Each ILO must have a minimum of five (5) Ohio State student members.
  + Of the five members, three (3) members must be identified as executive board members of the organization and operate as the president, secondary leader and treasurer.
* Each ILO must host at least two meetings each month for the following groups:
  + Executive board
  + General body/ILO members
* Each ILO must approve expenses prior to spending.
  + This includes making sure that both the executive board and the membership has a chance to see how the ILO funds are spent or allocated to spend for the academic year.
* Each ILO must complete one service program per academic year.
* Promote your events using a variety of marketing strategies at least seven (7) days prior to the event.
  + This should be a common practice as you host events. Marketing your events sooner is even more helpful.
* Each ILO should maintain an electronic database of photos and digital fliers used throughout the year.
  + These can be used in the Involved Living Organization Transition Report that will be due at the end of spring semester. These records are also helpful for future exec boards and give them past pictures to use in promotions.
* Before the end of January, each ILO must collaborate with a senior staff advisor to organize and host a retreat.
  + This retreat is meant to help boost morale, continue bonding for the team, time for leadership development activities and time to plan out the spring calendar of events.
* Executive board recruitment for the upcoming academic year must be completed in the spring semester prior.
  + Final rosters must be sent via email to the Leadership & Involvement Specialist. Changes to the roster must be communicated immediately. Rosters must contain name, pronouns, OSU email address, position title, and start date to fulfill the executive board position.
  + If vacant positions still exist in Fall, a recruitment process can be initiated to fill remaining vacancies.
* Due to Housing processes, RHAC and BSA need to have their executive board recruitment completed in early February.
  + Returning students need to submit their information to enter the upperclassmen housing lottery by the February deadline for Housing to be able to secure a room for our exec members.
  + Rosters should be sent to Toni [Greenslade-Smith.1@osu.edu](mailto:Greenslade-Smith.1@osu.edu) and Leah [Wheeler.1110@osu.edu](mailto:Wheeler.1110@osu.edu) .
* Each ILO must electronically submit an Organization Transition Report by the end of April to their advisors.
  + This should be required for each executive board position so future advisors and students know what has been done in the past.

**Reflection:**

* What responsibilities are most crucial for executive board members in your organization?
  + *After responding to the above question, check your constitution to see if those responsibilities are outlined in that document. If not, add them so it’s in writing to aid in keeping executive board members accountable.*

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**ALL ABOUT RHAC GRANTS**

**What is RHAC?**

RHAC is the governing organization for all residence halls at The Ohio State University. RHAC oversees the 21 residence halls and complexes, working with community councils, Housing and Residence Education, and Dining Services to create the premiere residence hall experience for our students. RHAC serves as the voice of residence hall students and is the governing organization for all campus residence hall community councils. Each residence hall elects an executive board which sends a member to represent the opinions of their students within the RHAC Senate. Students work within the Senate by joining committees, creating programs, approving funding, and voicing their opinions and concerns for the betterment of the student residential experience.

## **RHAC Grants**

* [**RHAC grants**](http://involvedliving.osu.edu/rhac/grants/) **are amounts of money given to on-campus organizations and programs looking to improve Housing and Residence Education on campus by focusing on any of RHAC’s five pillars:**
  + - Creating and Developing Community
    - Student Advocacy
    - Student Development and Wellness
    - Diversity
    - Recognition and Leadership
* **You can apply for up to $2,000 per program.** 
  + *The Finance Committee reserves the right to adjust the amount of the approved grant as they see fit.* If your grant is approved, you will receive funding in the form of reimbursement after you have paid for the event and all necessary supplies.
* **If the event is being held in conjunction with multiple organizations, only one application should be submitted for said program.** 
  + To promote collaboration amongst Community Councils, if you are a Community Council submitting a grant for an event with another Community Council, each participating Community Council may submit a grant request.
* **How does the process work?**
  + Submit your grant application at any time through <https://osu.erezlife.com/> after your program has been approved. The Finance Committee will review grants during each Finance Committee meeting (weekly as of now).
  + You will receive notice of your grant’s approval or denial on Friday following each grant deadline
  + Following the completion of the program, the second half of the erezlife form along with all receipts must be submitted within 2 weeks of the program for proper reimbursement. \*\*Note that failure to submit the form and all receipts within this period will result in no reimbursement.\*\*

**A Peek into the RHAC Grant Application - What to Have Ready**

* eRezLife number - you must get your program approved before you apply for a RHAC Grant
* Who are you?
* Program Title
* The amount of funds you are requesting
* Line item budget breakdown (be specific about what you’re planning to purchase)
* Expected attendance
* The pillars of RHAC the event will comply with
* In 200 words or less, describe the program, how it highlights the RHAC pillar(s) you selected, and the benefit residents will gain from this program (Please do not just copy and paste your programming form description).
* What other sources of funds are being used or sought and how will the program change if the grant cannot be approved?

# **Activity: Big Events and RHAC Values**

Like the activity in the previous section, use the space below to think about the big events for which you might apply for a RHAC Grant. Once you brainstorm your events, begin to think about how your event/organization will align with the RHAC pillars. This will be helpful for the RHAC Grant application.

**Event Description:**

**RHAC Pillars Connected to the Event (select and explain):**

* Creating and Developing Community
  + Explanation:
* Student Advocacy
  + Explanation:
* Student Development and Wellness
  + Explanation:
* Diversity
  + Explanation:
* Recognition and Leadership
  + Explanation:

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**STUDENT LIFE MARKETING GUIDELINES**

## **Introduction**

As you are planning programs and events, you will want to consider how you can best market to students. There are many resources available to you, whether that is creating marketing materials on your own or collaborating with Student Life Marketing.

## **Marketing Tips and Tricks:**

It is crucial when planning programs to market them effectively! There is nothing sadder than planning a cool event that no one shows up to because they simply didn’t hear about it. Typically, ILO events are marketed with some combination of these strategies: social media, paper flyers, and word of mouth marketing.

* **Best practices for marketing:**
* Have flyers and social media posts ready well in advance
* Tag relevant accounts (such as @osureslife) in your posts to increase engagement
* Carefully proofread and use inclusive language
* Take pictures at your events and use those to create future marketing materials

## **Helpful tools:**

* [Ohio State Brand Guidelines:](http://brand.osu.edu) Contains resources, such as color pallets, that will help create content consistent with OSU branding. An OSU employee login is required to access these resources.
* [OSU Residence Life social media guidelines:](http://involvedliving.osu.edu/posts/documents/social-media-guidelines-as-of-2021.pdf) Outlines guidelines for social media accounts involved with Residence Life/Student Life (these social names will likely change soon due to new department name)
* [Canva:](http://canva.com) Contains templates and other resources you can use to create FREE graphics, flyers, etc. for your organization

## **Student Life Marketing Process:**

The Student Life Marketing team can also assist with planning, design, promo and apparel orders and campus-wide promotion, including social strategy. Before you work with Student Life Marketing, be sure to have your advisor's approval to move forward with any requests.

* **What services do they offer?**
  + Promo and Apparel Items
  + Videography
  + Printed and Digital Materials
  + Photography
* **What timelines should you follow?**
  + 4 weeks required for design
  + 2-3 weeks for production/printing
  + Video project timelines vary, please contact our team to discuss your project
  + Consider the in-hands date when determining your timeline and deadlines. Often the in-hands date is earlier than your event date.
* **What steps should I take if I want to collaborate with SL Marketing?**
  + **STEP ONE**
    - Determine event/program details
    - Contact Marketing Specialist
    - Plan/Discuss strategies and deliverables
  + **STEP TWO**
    - [Fill out Marketing Request Form](https://studentlife.osu.edu/secure/marketing/)
    - Information to consider and include in the form:
      * Content
      * Items needed
      * Quantity
      * Budget
      * In-Hands Date
      * Design
  + **STEP THREE**
    - Review and Approve Artwork and Quotes
    - Important things to check when reviewing:
      * Spelling and Grammar
      * Correct dates, times, locations
      * Correct phone numbers, contact information
      * Titles and names
* **For additional information about marketing services, visit** [slmarcomm.osu.edu](https://slmarcomm.osu.edu/)

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**SPACE RESERVATIONS**

## **Introduction:**

As an ILO, you have the ability to book Housing and Residence Education spaces, outdoor spaces, Ohio Union spaces, and classroom spaces. The information below contains information directly from the [Ohio Union Space Request](https://ohiounion.osu.edu/meetings_events/space_requests/) website.

## **Helpful Links and Steps for Reservations:**

* [University Housing Event Spaces Guidelines](http://involvedliving.osu.edu/posts/documents/2-3-university-housing-space-guidelines.pdf)
* University Departments and Student Organizations:
  + **Event/Performance Space**: To request the *Archie M. Griffin Grand Ballroom, US Bank Conference Theater, or the Performance Hall/Potter Plaza,* please contact our [event services team](mailto:ohiounionevents@osu.edu).
  + **One-time meeting space or recurring requests**: Registered student organizations and university departments should use our [Space Request Tool](https://emsweb.studentaffairs.ohio-state.edu/emswebapp/Default.aspx). The tool allows users to see real time space availability and submit space requests quickly and easily. For additional help using the Space Request Tool please download our [Space Request Tool - Quick Guide](https://ohiounion.osu.edu/posts/documents/quick-guide-space-request-tool-draft.pdf). When you create a Space Request Tool account for the first time, it takes 3 business days for your account to be approved and set up, in order to submit space requests.
  + **Check availability**: Any user can check space availability by calling our Event Reservations team at [614-292-5200](tel:614-292-5200), or by visiting the Ohio Union Administrative Office located in the southeast corner on the second floor of the Ohio Union, Room 2008. The Administrative Office is staffed Monday - Friday from 8 a.m. - 6 p.m.

### Student Organization Recurring Meeting Request Windows

* + **Space Use Agreements**: Student Organizations looking to request recurring meeting space in the Ohio Union must have a completed [Space Use Agreement](http://go.osu.edu/OhioUnionSpaceUseAgreement) (SUA) on file for each academic year. The organization’s President, Treasurer and Advisor must review and sign the document via DocuSign. Requests can be submitted only by students listed on their organization’s roster. The student organization must have submitted their [Space Use Agreement](http://go.osu.edu/ohiounionspaceuseagreement) at least two weeks prior to the opening date for submissions. If you have any questions or trouble completing the document, please email [ohiounionevents@osu.edu](mailto:ohiounionevents@osu.edu) or call the Ohio Union Administrative Office at [614-292-5200](tel:614-292-5200).
  + **Submitting Space Requests**: Student organizations can submit requests for recurring meeting space using the [Space Request Tool](https://emsweb.studentaffairs.ohio-state.edu/emswebapp/Default.aspx) beginning on the following dates:
    - Fall semester: **May 16, 9 a.m.**
    - Spring semester: September 15, 8 a.m.
    - Summer term: January 18, 8 a.m.
    - *If the 15th falls on a weekend or holiday, requests will open the first business day following the 15th.*
* If you have questions about space reservations, please email Peter Hansen, [hansen.453@osu.edu](mailto:hansen.453@osu.edu).

## **Space Request Activity**

* Spaces across campus fill up quickly. It is recommended to plan out what rooms you will need for the semester before the space request tool opens for the semester and set a reminder to book right when it opens.
* In the section below map out what type of spaces you will need for each semester. Be sure to think about your capacity, location, set-up, and any other audio/visual or catering.

Fall Events

Spring Events

Summer Events

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**YEAR AT A GLANCE**

## Each year there is a flow of events, days off, finals, and due dates. Below you’ll find a summary of tasks or events that happen as well as a list of important dates for the upcoming year.

**Summer**

* Put in promotional item orders for Student Involvement fair by mid-May.
* Brainstorm ideas for what to implement during your term as an executive board member
* Brainstorm ideas for your ILO to be ready to talk about them at your exec meeting or retreat before the academic year begins
* Update your ILO webpage on the [Involved Living website](http://involvedliving.osu.edu/)
  + [IL website management login](https://involvedliving.osu.edu/secure/manage/default.aspx) page

**Fall**

* Student Org Registration with Student Activities
  + Advisor training
  + President & Treasurer training
* Additional Exec recruitment
* Involved Living Leadership Conference (ILLC)
* Homecoming Weekend 2022
* Student Life Leadership Week
* Start compiling event summaries and collect photos from fall semester to begin adding to your ILO transition report

**Spring**

* Facilitate a retreat at beginning of Spring semester for your ILO
  + This could include just your exec board or exec board and members.
* Executive Board Elections for following year
* Prepare ILO Transition Report documents
* Host a transition meeting with your outgoing and incoming executive board sometime before finals.

**2022 – 2023 Dates**

|  |  |
| --- | --- |
| Mon., 8/15 - Sat., 8/20, 2022 | **MOVE-IN** |
| Sunday, August 21, 2022 | **Student Involvement Fair (4-7pm)** |
| Tuesday, August 23, 2022 | **Classes Begin** |
| Monday, September 5, 2022 | **Labor Day (no classes, offices closed)** |
| Friday, September 23, 2022 | **Community Council Exec Board Recruitment Completed** |
| Sunday, 9/18, 9/25 or 10/9, 2022 | **Involved Living Leadership Conference** (for any student interested) |
| Friday, October 7, 2021 | **September Ledger Due** |
| Fri., 9/30 – Sun., 10/2, 2022 | **Homecoming Weekend** |
| Mon., 10/3 – Sun., 10/9, 2022 | **Student Life Leadership Week** |
| Thurs., 10/13 – Sun.,10/16, 2022 | **Fall Break** (no classes, offices open Thurs & Fri) |
| Sunday, October 30, 2022 | **Fall Student Organization Registration Deadline** |
| Sunday, October 30, 2022 | **ILO President, ILO Treasurer, and ILO Advisor Training Due** |
| Friday, November 4, 2022 | **October Ledger Due** |
| Friday, November 11th, 2022 | **Veterans Day** (no classes, offices closed) |
| Wed., 11/23 – Sun.,11/27, 2022 | **THANKSGIVING BREAK (no classes, offices open Wednesday)** |
| Thursday, November 24, 2022 | **Thanksgiving Day (no classes, offices closed)** |
| Friday, November 25, 2022 | **Indigenous Peoples’ Day observed (no classes, offices closed)** |
| Friday, December 9, 2022 | **November Ledger Due** |
| Fri., 12/9 – Thurs., 12/15, 2022 | **FINALS WEEK** |
| Fri., 12/16, 2021 – Sun., 1/8, 2023 | **WINTER BREAK** |
| Friday, January 6, 2023 | **December Ledger Due** |
| Monday, January 9, 2023 | **Spring Semester Classes Begin** |
| January 2023 | **Host Spring Retreat for your ILO exec board** (before 1/31) |
| Monday, January 16, 2023 | **Martin Luther King Day** (no classes, offices closed) |
| Friday, February 10, 2023 | **January Ledger Due** |
| Early February 2023  (typically around 2/11) | **ILO Exec Recruitment Deadline for RHAC + BSA**  (Toni Greenslade-Smith.1 to determine exact date) |
| Friday, March 10, 2023 | **February Ledger Due** |
| Sat., 3/11 – Sun., 3/19, 2023 | **SPRING BREAK** |
| Late March or early April | **Residential Leadership Awards** |
| Friday, March 1, 2023 | **ILO Exec Recruitment Deadline** (non-housing affected) |
| Friday, April 7, 2023 | **March Ledger Due** |
| Friday, April 21, 2023 | **Host a transition meeting for your ILO by this date** |
| Wed., 4/26 – Thurs., 5/2, 2023 | **FINALS WEEK** |
| Friday, May 5, 2023 | **April Ledger Due** |
| Friday, May 19, 2023 | **EOY Ledger Due** |

## **Activity**

## Take some time to reflect on what traditions your organization plans each year, what deadlines impact your ILO, and where new ideas could be added. Make a list of what happens during each part of the year.

|  |  |  |
| --- | --- | --- |
| **Summer** | **Fall Semester** | **Spring Semester** |
|  |  |  |

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**GOAL SETTING**

## **What is a SMART Goal?**

SMART is an acronym, which stands for **SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT,** and **TIMELY.** Using the SMART formula, you can set goals with a higher chance of success in achieving them.

* **Specific:** A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal, answer the 5 W's: Who, What, When, Where and Why?
* **Measurable:** Establishing criteria for measuring progress towards goals helps you to stay on track, meet deadlines, and keeps you motivated to achieve your goals.
* **Attainable:** To be successful, goals should be realistic and achievable. While goals should push us/stretch our abilities, they should still be possible to achieve.
* **Relevant:** Is the goal important to you? Does it align with the principles/goals of your organization as a whole? A SMART goal should be worthwhile and match the needs of the individual and/or the group.
* **Timely:** Goals should be grounded within a timeframe, which makes the goal seem more "real," and therefore, more likely to achieve.

## **Why set goals?**

* Setting SMART Goals helps us to clarify ideas, focus efforts, use time and resources productively, and increase the chances that goals are achieved.
* Clearly articulating goals helps to keep ourselves and our organization accountable for achieving what we set out to achieve.
* By setting goals, we can direct our actions in ways that matter, which gives us more personal and organizational direction.

**Activity:**

**Using the space below, set one SMART goal for yourself and one SMART goal for your Involved Living Organization for the upcoming year.**

**SMART Goal 1:**

**SMART Goal 2:**

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**ACCOUNTABILITY WITHIN YOUR ORGANIZATION**

Accountability entails setting up the appropriate safeguards so that when issues and concerns arrive the proper pathways exist to overcome and work through them. Setting a standard for when disagreements and issues arise is essential to the success of your organization. Accountability can be established through a number of ways:

**Expectations and goal setting**

* **Set expectations at the beginning of the year**
  + When expectations aren’t met, confront the issue. This can be in a casual conversation and does not have to be punitive. The goal is to make sure your ILO can achieve your goals and meet the needs of your membership.
* **Set your goals for the organization early and revisit throughout the school year.**
  + Encourage executive board members to create individual goals for their specific positions as well. Having their own vision will be important for when they need motivation.

**Constitutional guidance**

* **Expectations in Writing**
  + Your Constitution gives you expectations in writing so that you can reference them later if an exec member isn’t meeting them. This eliminates the excuse that an exec member didn’t know what was expected of them.
* **Proactive Processes in Place**
  + Having a set process in place for when people aren’t meeting expectations creates steps to follow when issues arise and gives everyone an idea of how the issues of accountability will be handled.
* **Accountability doesn’t always mean taking punitive action**
  + The hope is that learning occurs, and for learning to be accomplished, mistakes are made. Accountability just asks for there to be appropriate conversation and follow up in the face of disagreement and issues for the successful continuation of the organization towards its goals and mission.
  + Adding to the constitution who needs to be consulted when issues arise is important. Typically, this includes the organization advisors, as well as other Housing and Residence Education support staff when necessary.

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**UPDATING YOUR ILO CONSTITUTION**

**Introduction**

In the next section, “STUDENT ORG REGISTRATION”, you will notice that you must upload an updated copy of your ILO’s constitution in order to be considered an active student organization. The constitution and by-laws guide an organization in its operations and activities and, accordingly, are intended primarily for the organization’s benefit and use. The constitution contains the fundamental principles and structure of the organization and the by-laws outline the basic rules of procedure by which a group’s membership govern their organization.

The constitution and by-laws should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. Furthermore, Student Activities recommends that each member of an organization have a copy of the constitution and by-laws.

**What To Include In Your Constitution**

The constitution should be simple, yet comprehensive, and difficult to amend, leaving any specific procedural rules to be included in the by-laws. When amending the constitution, as with the by-laws, previous notice of any proposed changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed. The below articles serve as a starting point and you may find that your organization needs unique additions due to the nature of your organization.

Utilize this [Res Life Specific Constitution Guide](http://involvedliving.osu.edu/posts/documents/res-life-specific-constitution-guide.docx) to walk you through the important sections and information to include in your ILO constitution.

**Activity: Review Your Constitution**

Review your constitution as a group. It might be helpful to read it aloud to see if anything needs to be added, changed, or removed. Use the checklist below to guide you.

* **Article I: Name, Purpose, and Non-Discrimination Policy of the Organization**
  + Anything to add?
  + Anything to change?
  + Anything to remove?
* **Article II: Membership**
  + Anything to add?
  + Anything to change?
  + Anything to remove?
* **Article III: Methods for Removing Members and Executive Officers**
  + Anything to add?
  + Anything to change?
  + Anything to remove?
* **Article IV: Organization Leadership**
  + Anything to add?
  + Anything to change?
  + Anything to remove?
* **Article V: Election/Selection of Organization Leadership**
  + Anything to add?
  + Anything to change?
  + Anything to remove?
* **Article VI: Executive Committee/Board**
  + Anything to add?
  + Anything to change?
  + Anything to remove?
* **Article VII: Standing Committees (if needed)**
  + Anything to add?
  + Anything to change?
  + Anything to remove?
* **Article VIII: Advisor(s) or Advisory Board**
  + Anything to add?
  + Anything to change?
  + Anything to remove?
* **Article X: Attendees of Events**
  + Anything to add?
  + Anything to change?
  + Anything to remove?
* **Article XI: Method of Amending Constitution**
  + Anything to add?
  + Anything to change?
  + Anything to remove?
* **Article XII: Method of Dissolution of Organization**
  + Anything to add?
  + Anything to change?
  + Anything to remove?

Remember, this is just a starting point. Be sure to review/revise elements of your constitution that might be unique to your organization.

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**STUDENT ORG REGISTRATION**

Student Org registration is a crucial step in getting your organization off and running. Failure to meet registration requirements by the end of the registration window may result in will be listed as inactive in the student organization directory and losing access to the resource room in the Union. If any organizational funding relies on student activities grant funds, you may not have access to those funds if your organization is inactive. It is critical to know how to complete each step in the registration process.

**How to Find Registration Information:**

1. Go to the Student Organization Management System at activities.osu.edu and log into your organization’s account
2. Scroll to *Training & Registration Information* and the following sections to see the registration requirements
3. Check the *Annual Registration Window* to confirm the date you must complete all registration tasks by

Steps to complete student organization registration:

**Training & Registration Information**

You will know a specific task has been completed when you see a ‘Y’ to the right of task name

1. President & Treasurer Training
   1. Go to [go.osu.edu/studentorgtraining](https://activities.osu.edu/involvement/student_organizations/requirements/training/) and scroll to *Available training sessions* and have your president and treasurer sign up for their specific training.
2. Advisor Training
   1. ILO Advisors are required to participate in the Student Activities training.
   2. Advisors complete training every 2 years. If it is an advisor's first time working with a student organization or it's been more than two years since their last training attendance, they must complete training in a live session.
   3. Sign up for training at [go.osu.edu/studentorgtraining](https://activities.osu.edu/involvement/student_organizations/requirements/training/).
3. All other sections will be approved by Student Activities once they are completed in the subsequent sections
4. Constitution File
   1. Upload revised constitution in this section

**Leader Information**

1. Add all relevant leader information in this section
   1. For username, use name.#

**General Information**

1. Add all the information you can to this section
   1. Work with leaders or exec board to develop a purpose statement for your organization

**Meeting Information**

1. Add meeting date, time, address

**Office Information**

1. Add office address or where paper mail can be sent (if necessary)(Can use Residence Life Office address:
   1. 190 West Woodruff Ave

Columbus, OH 43210

**Membership Information**

1. Add all membership information respective to your organization

**Goal Information**

1. Add goals to your organization to be decided upon by the exec board

**Logo**

1. If your organization has a logo, please add it in this section

## **Reflection**

Visit [go.osu.edu/studentorgtraining](https://activities.osu.edu/involvement/student_organizations/requirements/training/) with the exec board to get more comfortable with the website and to see a more detailed list of all information required to complete your student organization registration.

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**INCLUSIVE AND ETHICAL RECRUITMENT/ELECTIONS**

## Recruitment is one of the most challenging aspects of running a campus organization. Nonetheless, when recruitment is done well, it can ensure the continuation of long-term organizational missions past the current academic year. One of the major considerations during the recruitment process should be combating bias. Implicit bias, a type of bias, is bias that individuals may be unaware of holding and acting upon.

**Strategies for Recruitment**

* **Make sure your organization is welcoming and supportive of diverse members**
  + Make sure online information clearly shows and demonstrates how your organization is committed to making sure diverse participants are welcomed and supported in your group.
  + Ensure that your organization has processes and values in place that guide action.
* **Emphasize what participants are *passionate* about in terms of being part of your group or organization.**
  + An important part of recruitment is showing potential members what your organization is all about and what they can get out of the experience of joining your organization.
* **Make sure your applications for executive board positions are widely available.**
  + You may post it on your website, but if you’re not sharing the application widely, you won’t reach as many students. Submit content for campus newsletters and share with a variety of offices on campus as well.
* **Work with campus offices that regularly work with diverse communities of potential members.** 
  + The Multicultural Center, The Office of Disability Services, and the Office of Diversity and Inclusion all have extensive listservs of individuals who could be contacted about joining your organization.
* **Visit and work with other diverse campus organizations *in person.***
  + By collaborating with other groups who are already successful at recruiting and sustaining diverse memberships, you can not only learn tips for bettering your own organization, but also work together to facilitate larger scale events and programs that might not have been possible if either of your groups had to put them together by themselves.

**Combat Implicit Bias During Recruitment**

* **Complete the Kirwan institute training regarding implicit bias**
  + <https://kirwaninstitute.osu.edu/implicit-bias-training>
  + It is encouraged that all ILO execs go through this training. This could also be a good resource to have any interviewer or application reviewer to go through.
  + Other Kirwan Institute resources: <https://kirwaninstitute.osu.edu/training-resources>
* **Make application processes anonymous**
  + When having people review and score applications, leave names and identifiers out of the process so you can score based on the content of the application. This aids in eliminating some bias towards applicants.
* **Create a rubric to score applications**
  + Give specific criteria for what warrants a certain score.
* **Align your recruitment with mission vision and values**
  + What questions are you asking? Narrow down what you ask to what you really want to know about your candidates.

**Involvement Fairs**

* Register your organization to participate in the two major involvement fairs sponsored by Student Activities here at The Ohio State University. More information about the autumn and spring involvement fairs can be found here: (<https://activities.osu.edu/involvement/student_organizations/student_involvement_fairs/>)

**Facilitating Positive Relationships**

Recruitment is only part of what helps to make a group successful. It is also important to think about strategies that help facilitate positive relationships.

* **Identify membership roles (influencers, followers, first adopters)**
  + who are the formal and informal leaders of the group, who set the tone for what the group values, and how it treats those within the organization.
* **Support feelings of safety or comfort**
  + Do new (or potentially new) members feel welcome in the group, are there ways for diverse perspectives and lived experiences to be incorporated into how the group functions, or is the group only focused on a select few ways of doing things.
* **Understand context**
  + Where are the meetings happening? Is the space welcoming to all individuals or groups, or does it represent challenges for those who are differently abled, and/or are underserved in terms of access to technology or transportation, etc.
* **Celebrate the social identities of students**
  + Is there a space for cultural differences in the group? What happens when differing perspectives are presented?
* **Create a sense of connectedness**
  + Does the group seem to solely focus on returning or senior members of the organization, and ignore, or exclude the experiences of new or other members?
* **Utilize Student Organization Success Coaches**
  + Student org success coaches provide personalized workshops on these topics to help create welcoming and supportive organizational structures.
  + <https://activities.osu.edu/involvement/student_organizations/sosco/>

**Member Recognition**

Recognition is an important way for students to feel supported and welcomed within an organization.

**Ideas for recognizing your exec or general body members**

* These are taken from: <https://www.presence.io/blog/100-ways-to-reward-students/>
  + Handwritten notes
  + Culturally celebratory items or materials
  + On-campus sporting event
  + Healthy snacks
  + Lunch or dinner on you
  + Plaques
  + Appreciation Videos
  + Custom coffee cup
  + Movie tickets
  + A leadership book
  + Member of the month award (Of The Month Awards through NRHH)
  + Custom Sticker
  + Birthday celebrations

**Also, utilize resources to recognize people on campus, regionally, and nationally**

* Of The Month (OTMs) nominations through the National Residence Hall Honorary.
  + <https://otms.nrhh.org/>
* Residential Leadership Awards (nominations for these awards open in spring semester)
* The Ohio State Leadership Awards given out annually are a great way to recognize group members
  + <https://activities.osu.edu/involvement/leadership_development/leadership_awards>)

**Reflection Activity**

1. List a few ways that a diverse membership would benefit your ILO.
2. What are some possible strategies for recruiting diverse group members?
3. As a large group, or in smaller group, discuss each of positive relationship factors in terms of how they can be used to facilitate positive relationships in your organization.
4. What are some ideas for how your exec team can recognize members of your ILO throughout the year?

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**HOW TO LEAD AN EFFECTIVE MEETING**

## **Introduction**

Effective meetings are important to make efficiently think, discuss, and act on ideas. As an ILO exec board, it is important to have effective meetings to define your group, make decisions, understand the group goals, make members feel valued, and serve as a place to work collectively. Please consider the following on why effective meetings are important to cultivate effective and productive student organizations.

**Why is it important to lead effective meetings?**

*Harvard Business Review* lists several reasons why it is important to lead an effective meeting.

1. **“A meeting defines the team, the group, or the unit.”** 
   1. Each meeting allows the group to continue team building to better understand each individual and what talents are brought to the group.
2. **“A meeting is the place where the group revises, updates, and adds to what it knows *as a group*.”** 
   1. A meeting is where decisions about the function of the group can be made as a collective by combining each member’s own experiences, judgements, and imagination.
3. **“A meeting helps every individual understand both the collective aim of the group and the way in which [their] own and everyone else’s work can contribute to the group’s success.”**
4. **“A meeting creates in all present a commitment to the decisions it makes and the objectives it pursues.”** 
   1. By participating in and creating effective meetings, the group can be fully committed to the objectives the members have generated.
5. **In many situations, a meeting is the only place where the group can collectively work on a project and even exist as a group.**

**10 Steps to Facilitating an Effective Meeting**

*The Student Affairs Collective* shares the following 10 steps to facilitating an effective meeting.

1. **Ask yourself who should be in attendance**—does the meeting you have planned need to include the general body?
2. **Request reports ahead of time**—if others need to share information about their progress on a project, let them know in advance. Do not put members on the spot without a warning.
3. **Allow socializing**—this is especially important as the team is still building relationships with each other.
4. **Start on Time and End on Time**—always set a time frame for the meeting and follow that time frame to the minute.
5. **Disengage from mobile devices**—this allows for the meeting to run smoothly and keep to the time. When mobile devices are needed for engaging in a part of the meeting, let your audience know ahead of time.
6. **Have an agenda**—an agenda is like a classroom syllabus. It allows for the facilitator of the meeting and all those involved to have a roadmap of the meeting. Share the itinerary with all participants.
7. **Stick to the agenda**—the facilitator needs to keep on track with the agenda while ensuring others are not plotting their own course.
8. **This is not a lecture**—a meeting is a time to share information and work toward a common goal. If the only goal of the meeting is for the facilitator to give a message, email will suffice.
9. **Staying the course**—the facilitator should be the primary controller of the meeting. It is the facilitator’s responsibility to intervene when a member of the group is going on for too long.
10. **What is the resolution**—ensure meetings are ended with everyone understanding what the next steps need to be for each person in the meeting. Before ending the meeting, the group needs to decide what the next meeting will hold.

**Activity/Resource**

Go through the Effective Meetings 101 Leadership Lesson Plan (linked below) with your executive board.

* + [go.osu.edu/llps](http://go.osu.edu/llps) - Effective Meetings 101

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**PROGRAMMING 101**

There are very simple steps that can be followed when creating a program. These action steps are a helpful guide that can be adapted to your specific program.

**Step 1: Brainstorm program ideas**

* Questions to ask yourself:
  + What are fun things that I would want to do with my friends?
  + What do I think would be engaging?
  + What are the needs of my community right now?
    - I.e., spaces for marginalized students, self-care needs, academic struggles.

**Step 2: Consider the logistics**

* Who, what, when, where, how, and why?
  + Who is my target audience?
  + What will we have them do during the event?
  + When will this happen?
  + Where will this happen?
    - Do we have an indoor space in case there is inclement weather?
  + How do we want to advertise?
  + Why are we doing this? Will residents see the purpose of the program?

**Step 3: Preparation**

* Reserve the space you need.
  + BEN, Ohio Union spaces, residence hall spaces.
* Buy any materials (SAVE THE RECEIPTS).
* Advertise (flier, social media, etc.).
* Arrive with plenty of time before for preparation and set-up.
  + Make sure you clear out the space (ask students to move, move tables, etc.).
  + If you have presenters/collaborators.
    - Make sure they can get into the building.
    - Make sure they have the proper resources they need.
  + Double check that you brought all the materials you need.
  + Pick up any food you ordered.
* If you are hosting a program via CarmenZoom, make sure to schedule a CarmenZoom meetings and that participants have access to the link and password.
* Make sure your executive board all knows their responsibilities for the event so everyone can share the workload.

**Step 4: The actual program**

* Give yourself enough time to set-up for the event. Keep in mind that people may show up early.
* Remember to welcome people when they arrive. Show them that you’re glad they came to the event.
* Remain calm if something doesn’t go to plan (this will happen almost every time).
  + Go with the flow!
* Consider taking attendance. Ask for their name and email so you can have a list of people to send newsletters or send event details to throughout the year.
* Keep track of what is going well and what is not going well.
  + Ask for help if you have any questions or concerns.

**Step 5: Post-program evaluation**

* How did preparation for the event go?
* How was marketing for the event?
* What went well?
* What didn’t go well?
* Who was present and who was engaged?
* Who was not present or did not engage? How can we better engage these folks next time?
* What can we do better for the next event or this specific event?
* How can we tweak this for the future?

**Activity**

Think about a program you plan every year as an organization. Go through each step below and begin to think about the planning process.

**Step 1: Brainstorm program ideas**

**Step 2: Consider the logistics**

**Step 3: Preparation**

**Step 4: The actual program**

**Step 5: Post-program evaluation** (obviously you can’t do this right now, but think about how you will evaluate the program)

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**HOW TO LEAD A DIALOGUE OR DISCUSSION**

Leading a dialogue is essential to quality organization health. Leading a dialogue is different from leading a meeting. A meeting has many dialogues. A dialogue is an open conversation around a single issue. Dialogue is a way to think about and create new ways to make sure everyone not only feels welcome in our ILOs but also supported regardless of how they choose to “fit in or stand out.” Dialogue can be a powerful tool for exploring ways to ensure we provide innovative ways to engage.

**A dialogue** is more than just a conversation; it is a give and take. It involves multiple parties talking with each other in a constructive manner to further knowledge and understanding of a topic or idea.

**Read about the differences between a dialogue, debate, and discussion in this** [**handout**](https://cpb-us-w2.wpmucdn.com/u.osu.edu/dist/d/61916/files/2018/07/Debate-Discussion-and-Dialogue-sheet-s5fhqr.pdf)**.**

**Tips for Participants in a Dialogue**

This section is an excerpt from *A Guide for Training Public Dialogue Facilitators Everyday Democracy* on [www.everyday-democracy.org](http://www.everyday-democracy.org)

* **Listen carefully to others.** Make sure everyone has a chance to speak. Don't interrupt people. When you show respect for other people, it helps them show respect for you.
* **Keep an open mind.** This is a chance for you to explore ideas that you have rejected or didn't consider in the past.
* **Do your best to understand other points of view.** It is important to understand what other people think and why they feel the way they do. This will help you find solutions that work for everyone.
* **Help keep the discussion on track.** Make sure your remarks relate to the discussion.
* **Speak your mind freely, but don't take over the discussion.** If you tend to talk a lot in groups, leave room for quieter people. Being a good listener shows respect for others. This makes it easier for quiet people to speak up.
* **Talk to the group rather than to the facilitator.** Try to look around the group when you talk. That will show others that they are part of the conversation.
* **Talk to individuals in the group.** The dialogue should feel like a natural conversation. "fry to involve everyone. If you feel someone has something to say, draw them out. Ask them questions about their ideas.
* **Tell the facilitator what you need.** The leader guides the discussion, sums up key ideas, and helps to make things clear. If something is not clear, say so. Others might have the same concern.
* **Value your life stories and opinions.** Everyone in the group, including you, is unique. All our lives have been different. This is what makes this process interesting. Make sure your voice is heard. Your wisdom and ideas are important.
* **It's OK to disagree.** Even when we all come from the same group or culture, we are still different. These differences keep the group lively. If you do not agree with an idea, ask questions, but don't get carried away. Be respectful.
* **Remember that humor and a pleasant manner will help.** When you keep your sense of humor, people will like listening to you. You can disagree with someone without making a personal attack.
* **Body language is important.** When you talk, your body "talks," too. Pay attention to your "body language," and the messages you are sending.

**Things to Consider**

* How you structure a meeting agenda directly lends towards the dialogues you successfully can and cannot have
* Keep a good idea of how long you want dialogues to last and allow for variability
* Prepare before the meeting and have prompts prepared for the group to get the dialogue started. Please reference the below website for more resources:
  + <https://u.osu.edu/reslifedialogue/>

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**APPENDICES**

1. ILO Exec Board To-Do List
2. Budgeting Your Values Activity
3. ILO Reflection Questions

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**ILO Exec Board To-Do List:**

* **Update your ILO webpage on the** [**Involved Living Website**](http://involvedliving.osu.edu/) **by Sunday, July 22, 2022**
  + The Leadership & Involvement Specialist is the only person who can give management access to someone, so email [wheeler.1110@osu.edu](mailto:wheeler.1110@osu.edu) with the names and dot numbers for those who need access to the management side of things.
  + Here is the link to log into the management side of the website. [Manage ILO site](http://involvedliving.osu.edu/secure/manage)
  + MUST update your pages to include the following information:
    1. Update all outdated information
    2. Contact information for executive board, org email, and list of advisors.
    3. List when your meetings and large events will happen and those details
  + Email Leah [Wheeler.1110@osu.edu](mailto:Wheeler.1110@osu.edu) with any questions or if you need help with updating your webpage.

* **Plan to attend the Involved Living Leadership Conference** 
  + Sunday, September 18th, 2022
  + This is a leadership development conference for Community Council and ILO executive members and any student interested.
  + ILOs can promote their organization at this event as well.

* **Brainstorm Ideas for the 2022 – 2023 academic year**
  + Think about events you could host during Welcome Week and for Fall semester
  + Want to have a giveaway at the Student Involvement Fair? Think of ideas now and put in your marketing requests asap (it’s possible that if you need to go through Student Life Marketing, the deadline has lready passed). This is to ensure that Marketing can accommodate your request. Be sure to get approval from your advisors first. You can make other purchases if only using your ILO logo and not any Ohio State branding.
  + [**marketing request form**](https://studentlife.osu.edu/secure/marketing/)
  + Think of ways you can collaborate with other ILOs.

* **Register for the 2022 Autumn Student Involvement Fair** 
  + Website is not updated just yet. The 2022 Fall Involvement Fair will take place on Sunday, August 21st
  + [**Register your organization for the fair today to reserve your booth!**](https://maestroweb.studentaffairs.ohio-state.edu/trk/click?ref=z10j1mkdhf_0-2661x3a0aex09427&) **Registration closes on July 3, 2022**. Please contact [SIFair@osu.edu](mailto:sifair@osu.edu) with any questions or concerns, or if you need to change details about your form submission.
  + [welcomeweek.osu.edu](https://welcomeweek.osu.edu/)
  + Click on tab at top of page that says “Involvement Fair Registration”

* **Attend Mandatory Student Activities President and Treasurer Training in Fall** 
  + Leah Wheeler will disperse dates later when the dates become available.

* **Revise Constitution to include Handbook requirements and changes to better match your organization.**
  + Go to activities.osu.edu , click “involvement” tab at top of page, click “Student Organizations” tab on left side of page, then click “Find a Student Organization”. All you then have to do is find your existing page and the constitution will be a clickable link.
  + Have your general body vote to approve the reviewed and updated constitution.
  + ILO President will need to upload constitution to Student Activities student organization page.

* **Register Organization by Friday, October 30th with Student Activities. (Dates may be subject to change)**
  + Go to activities.osu.edu , click “involvement” tab at top of page, click “Student Organizations” tab on left side of page, then click “Find a Student Organization”.

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**Budgeting Your Values Activity**

Our choices in any situation reflect our values. This activity gives you a chance to see how your values affect your choices in spending. This activity should be done on your own.

## Directions

Imagine that you have $400 to help your ILO and a list of possible items/initiatives to spend it on. Read the list of items carefully. In the space to the right of each item, decide how much of your $400 you would pay for that item. The more important the item is to you, the more money you should budget for it. You can spend $50.00 on one item, and $100.00 on another. You can spend no money on items that don’t appeal to you at all, and you can spend your entire $400 on one item if that’s what you want to do. Spend **all** of your $400— you can’t take it with you. If you find you have overspent, go back and change the amounts until it equals $400. Do the same if you have not spent all your money.

Remember that your choices will reflect the values that are most important to you and how you want your ILO to serve others.

|  |  |
| --- | --- |
| **Items/Initiatives** | **Amount Spent** |
| Building meaningful relationships within their ILO |  |
| Hosting/facilitating service opportunities |  |
| Engagement with the Ohio State community |  |
| Facilitating discussions around diversity, inclusion, and equity |  |
| Advocating wellness and healthy habits |  |
| Getting lots of people to attend programs |  |
| Member retention |  |
| Opportunities to increase understanding of themselves |  |
| Appreciation of cultural and human differences |  |
| Engagement with the Columbus community |  |
| Awareness of campus resources |  |
| Promoting professional development opportunities |  |
| Opportunities for leadership development |  |
| Collaborating with other organizations |  |
| Promoting development of life skills |  |
| Recruitment |  |

## **Follow Up: Reflection Questions**

1. **Compare your list to those on your same ILO executive board. Total what everyone spent to see what the collective group values most.**

|  |  |
| --- | --- |
| **Items/Initiatives** | **Total Spent** |
| Building meaningful relationships within their ILO |  |
| Hosting/facilitating service opportunities |  |
| Engagement with the Ohio State community |  |
| Facilitating discussions around diversity, inclusion, and equity |  |
| Advocating wellness and healthy habits |  |
| Getting lots of people to attend programs |  |
| Member retention |  |
| Opportunities to increase understanding of themselves |  |
| Appreciation of cultural and human differences |  |
| Engagement with the Columbus community |  |
| Awareness of campus resources |  |
| Promoting professional development opportunities |  |
| Opportunities for leadership development |  |
| Collaborating with other organizations |  |
| Promoting development of life skills |  |
| Recruitment |  |

1. **Now that you’ve seen what your group values, look at the top grossing items/initiatives that your group valued. Why do you think that is? Any surprises?**

1. **Now, think about Housing and Residence Education’s values and also look at the ILO blurbs. Take a minute or two to think about how you/your ILO can collaborate with other ILOs. Write your ideas down.**

* **MUNDO** (Multicultural Understanding through Non-Traditional Discovery Opportunities)

* **RHAC** (Residence Halls Advisory Council)

* **BSA** (Black Student Association)

* **CARE** (Cultural Ambassadors for Resident Enrichment)

* **NRHH** (National Residence Hall Honorary)

* **OTL** (Off The Lake Productions)

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**ILO Reflection Questions**

**What Are Your Values?**

**How is your ILO sharing its story and purpose?**

**What do various items convey to your audience?**

* Your ILO webpage on the Involved Living website
* Your social media accounts
* Your meetings
* Your ILO constitution
* Your student organization directory page

**How can you be creative and revamp how you’re reaching the OSU community?**