

Involved Living Handbook

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Overview

Organizations that fall under the “Involved Living” umbrella include: all Community Councils, Black Student Association (BSA), Multicultural Understanding through Nontraditional Discovery Opportunities (MUNDO), National Residence Hall Honorary (NRHH), Residence Halls Advisory Council (RHAC), Off the Lake Productions (OTL), Cultural Ambassadors for Resident Enrichment (CARE), Ohio State Welcome Leaders (OWL) Program, and Residential Leadership Program (R-LEAD).

“Involved Living Organizations” refers to Black Student Association, Multicultural Understanding through Nontraditional Discovery Opportunities, National Residence Hall Honorary, Residence Halls Advisory Council, Off the Lake Productions, and Cultural Ambassadors for Resident Enrichment.

“Residential Programs” refers to opportunities that do not have a governing student executive board. This includes the OWL Program and R-LEAD Program. While some of the items noted in this handbook are true for residential programs, this handbook is outlined specifically for advisors of Community Councils and Involved Living Organizations.

All expectations set in the Involved Living Handbook are minimum expectations. Organizations and advisors may impose stricter expectations so long as those changes do not contradict with the expectations set in this document.

Programming: Core Values & Learning Outcomes

Please note that this section is under review and will be updated with current information upon approval.

The Department of Residence Life has identified the following core values and learning outcomes as essential to the efforts of creating the extraordinary student experience at The Ohio State University. Experiences offered to students must provide a balance of all Core Values throughout the academic year.

Core Value: Create Community

We build relations, are accountable to self and others, participate in activities, and demonstrate responsible citizenship.

- As a result of the experience and services provided by Residence Life:
 - Residents will demonstrate engagement with the university community.
 - Residents will build meaningful relationships within their living environment.

Core Value: Advocate Wellness

We take an active role in all aspects of wellness for ourselves and those in our community.

- As a result of the experience and services provided by Residence Life:
 - Residents will be able to identify holistic wellness practices.
 - Residents will have a thorough awareness of healthy habits related to alcohol and substances.

Core Value: Promote Inclusion

We engage in respectful dialogue, confront incidents of bias, and strive to use inclusive language, and acknowledge and celebrate differences.

- As a result of the experience and services provided by Residence Life:
 - Residents will experience opportunities to increase their understanding of themselves in relation to others.
 - Residents will have a thorough understanding and appreciation of cultural and human differences.

Core Value: Enhance Learning

We connect experiences in and out of the classroom, by engaging with faculty, exploring professional opportunities, and developing life-skills.

- As a result of the experience and services provided by Residence Life:
 - Residents will be aware of faculty and academic resources in the residence halls and on campus that support their success.
 - Residents will engage in intellectual exchanges in their residence hall environment with fellow students, faculty, and staff.

Advisor Network

This is a brief list of offices and people who support your work as advisors.

Title	Name	Contact Information	Start here...
Leadership & Involvement Specialist	Leah Wheeler	Wheeler.1110@osu.edu	<p>Start here for all questions not outlined in the handbook.</p> <p>Start here for all ledger related questions.</p> <p>Start here to submit photos and advertisements for the Residence Life Instagram and Twitter account (140 characters max for Twitter). *Provide date and time you want it posted, pictures if possible, and a blurb for the post.</p>
Business Manager for Residence Life	April Adkins	Adkins.358@osu.edu	<p>Start here with questions about financial policies, Workday, professional travel, tax exemption applications as well as reserving BuckID machines to collect student money. BuckID machines can be reserved through April.</p>
Assistant to the Director – Administrative Associate, Residence Life	Peter Hansen	Hansen.453@osu.edu	<p>Start here for all questions regarding student travel and managing community council exec eRezLife access</p>
Administrative Associate, Residence Life	Michael Miller	Miller.3922@osu.edu	<p>Start here for questions about reserving Housing Event Spaces. Actual request should be made online.</p>
Digital Communications Coordinator	Skylar Fought	Fought.42@osu.edu	<p>Start here for questions regarding social media inquiries.</p>
Keith B. Key Center for Leadership Located on the second floor of the Ohio Union	Johnnie Jordan	CSLS@osu.edu	<p>Start here for questions regarding Student Activities resources made available to student organizations. The center comprises of a suite that houses the Student Activities Resource Room and some student organization offices.</p>
Marketing Specialist, Communication and Marketing Manager	Kit Lewis	Lewis.1464@osu.edu https://studentlife.osu.edu/secure/marketing/	<p>Start here with general inquiries about marketing. To initiate a marketing project, a marketing request form must be completed (link on the left).</p>

Hall Director Role in the Advising Experience

- The Hall Director that oversees the budget containing community council funds must have a first-person perspective in knowing what spending is happening within their community council and how funds are being spent.
 - An Assistant Hall Director (AHD) advisor will directly manage the community council budget.
 - While all AHDs will advise the community council, one advisor should be assigned to oversee the budget closely and meet with the treasurer regularly.
- Hall Directors must support community council efforts and encourage residents to get involved.
- Being present at Community Council meetings, executive board meetings, and community council programs is a crucial way for you to show your support. Seek for a balance of visibility at all three types of gatherings.
 - There should be at least one AHD advisor at each community council event.
- Hall Directors must be able to provide a first-hand account of what developments are taking place within their community council. Especially in terms of what the council is voting on every week.
- All senior staff should be familiar with the contents of the Involved Living Handbook.
- All senior staff are responsible for ensuring Community Council expectations are met through the residents who serve on Community Council.

Community Councils

Community Council Pairings	A/HD Advisors	Full-Time Staff
Morrill Tower / Lincoln Tower	3 AHDs	3 HDs
Torres / Drackett / Lawrence Tower	3 AHDs	3 HDs
Mendoza-Norton-Scott / Blackburn-Haverfield	2 AHDs	2 HDs
Jones / Nosker-Barrett	1 AHD	2 HDs
Houston-Houck / Taylor Tower	1-2 AHDs	2 HDs
Raney / Bowen / Busch-Halloran	1-2 AHDs	3 HDs
Smith-Steeb	2 AHDs	2 HDs
Park-Stradley	2 AHDs	2 HDs
Baker East-Baker West		1 HD
Siebert / Morrison	1 AHD	2 HDs
Bradley-Paterson / Mack-Canfield	1 AHD	2 HDs
Hall Complex / Houses / Res on 10th	2 AHDs	2 HDs, 1 HC

Advising Community Council

Each Community Council will have an advising team and an advising support group. These are comprised of different people. Please refer to the descriptions below.

- **Advising Team:** This team is comprised of 1-3 AHDs within that community and one HD/HC that supervises one of the AHD advisors and checks in with the AHD advisors periodically.

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- AHDs will be expected to serve as the lead advisor(s) unless otherwise discussed with their supervisor. The expectation will be that all HD/HCs within each community council will support the AHD advisor(s) in general responsibilities such as budget and ledger management.
- Specific advising roles will otherwise be at the discretion of the advising team as long as there are clear roles, responsibilities, and expectations established. (Please refer to “Community Council Advisor Expectations” Section)
- **Advising Support Group: This group is comprised of the AHD advisors and the HDs from each community/building.**
 - It is recommended that each advising support group meet at least once a month to troubleshoot issues, communicate concerns, and check-in with one another.

As a reminder, Leadership & Involvement Specialist, Leah Wheeler, is available for all advising needs and concerns, as well.

Community Council Budgets

- **Each hall or complex within the community council will need to allocate 25-40% of their student activity fee towards the community council budget.**
- **Your Community Council Advising Support Group will need to decide which complex will house the community council funds in their Community Council sub-account that is overseen by an AHD advisor and the council treasurer(s).**
 - Each complex will write a check/transfer money to that account for expenses.
 - This means that all Community Council funds will be spent from that complex’s Huntington cards. No additional Huntington cards should be opened for the council.
- **Advisors of the council need to track expenditures in the designated complex subaccount**
 - The main account ledger will have a subaccount for Community Council as well as RA and other senior staff funds.
 - The Community Council expenditures should only come out of its sub-account funds.
 - At the end of the semester, we will check in to see what funds have or have not been spent to determine if spring activity fees need to be funneled into Community Council.
 - The Community Council Ledger host account should write a check at the end of the semester or year for funds that were not spent back to their council partners’ budgets.
- **Your ledger should be saved in more than one place in case of emergencies**
 - This could include a computer crashing, accidental deleting of the file, etc.
- **Create a sub-account for Community Council and allocate your funds.**
 - Then write a check to the complex that will house the Community Council’s funds. If you are that complex, deposit checks and allocate all deposited funds into the Community Council subaccount.

Organization Expectations

Community Council Advisor Expectations

- A. At least one senior staff advisor must be present at each meeting and most programs.**
- Help the organization keep records of meeting notes, pictures from events, and assess each event after it has happened. These items will be crucial for your organization report at the end of the year.

- We ask this of advisors partially because no financial decisions can be made without an advisor present at meetings. It is also because community councils should feel like a priority and feel supported by their advisor(s).

B. A senior staff advisor must initiate and oversee the recruitment process for community council executive board members using the timeline outlined by the Leadership & Involvement Specialist. The timeline can be found in the appendices.

- The Community Council executive board application will be centrally run by the Student Involvement & Leadership Committee. However, a guideline for what can be included in recruitment is in appendices 2.
- Please see appendices 4 for the recruitment timeline.
- For the academic year 2020 – 2021, **Community Council rosters are due Friday, October 1.**

C. Senior staff advisors must meet one-on-one with specific executive board members on a biweekly basis, at minimum. Specific outlines for these executives are as follows:

- **President One-on-One**: Review the president's agenda for upcoming executive board and general body meetings; reflections on how the president will engage and encourage participation from their executive board peers; preemptive academic and conduct wellness conversations; and how the president's plans to ensure accountability and delegation of responsibility for ongoing projects.
- **Treasurer One-on-One**: Review audits of organization income and expenses; review of funding requests that will be brought to the executive board and/or general body for discussion and voting; review of how the treasurer intends to share financial reports; preemptive academic and conduct wellness conversations; and review of planned expenses to occur between one-on-one meetings.
- **Additional One-on-Ones**: While president and treasurer 1:1s with senior staff are required, it is up to you whether you have meetings with your other execs. We would suggest that you meet with the rest of your execs at least once a semester. You could have the president meet with these folks more often or just split up advising 1:1s with all of your community council advisors.
 - Example:
 - Advisor 1: President, Vice President
 - Advisor 2: Treasurer, Sustainability chair, RHAC senators
 - Advisor 3: Marketing Chair, MOCA rep,

D. A senior staff advisor must review financial ledger with the treasurer on a biweekly basis, at minimum, using the ledger, as well as any other optional fiscal resources you find helpful.

- Fiscal resources can be found on the University Housing shared drive (UH drive) in the "UH Leadership and ILOs" folder. This drive can only be accessed on a Residence Life desktop.
- 25-40% of each buildings student activity fee should be allocated to Community Council funds.
- All financial decisions should be approved by students as the money we receive comes from their student fee and because our organizations are student led.

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- Updated ledgers are to be uploaded to the UH Drive by the primary advisor by the first Friday of each month. Links to UH Drive will be provided in the outlook calendar invites.

Monthly ledger	Due Date
September	Friday, 10/8
October	Friday, 11/5
November	Friday, 12/10
December	Friday, 1/7
January	Friday, 2/4
February	Friday, 3/4
March	Friday, 4/8
April	Friday, 5/6
May/EOY	Friday, 5/20

- Senior staff are required to review financial ledger with their assistant director at least once a semester.

E. Senior Staff must assist community council in completing student organization registration requirements through Student Activities.

- **Residence Life staff will work with council primary leaders to update the General Information, Roster, Constitution, and Goals for each organization through the student organizations management system.**
- **Only listed primary leaders can see all the data that needs to be completed.**
 - “Primary leaders” are typically the president and treasurer for the organization.
 - The Leadership & Involvement Specialist will give all advisors access to their communities, but advisors will need to add their president and treasurer as the primary leaders.
 - Advisors will need to work with the students during a 1:1 to go through registration needs.
- **Community Council Student Organization Exemptions and Other Details**
 - Community councils are eligible to use resources available to all registered student organizations including graphic design and marketing support, meeting space reservations, and Resource Room line-of-credit.
 - As of Spring 2020, community council advisors and treasurers are not required to attend training through Student Activities. Training for these roles will be provided by staff in Residence Life during Training and during the Involved Living Leadership Conference.
 - Community councils are not eligible to apply for Student Activity Fee Operating or Programming Funds.
- Registration details can be found here:
 - https://activities.osu.edu/involvement/student_organizations/registration/

F. A senior staff advisor must collaborate with the Community Council to organize a spring retreat for that specific Community Council executive board.

- The retreat must be completed before the end of January and must include a leadership development component and calendar planning to organize the Community Council’s spring semester plans. Resources to assist with this retreat can be found on the Involved Living Website.

Community Council Expectations

This handbook outlines expectations that must be fulfilled by a community council as an organization. Apart from the treasurer and other specialized required roles, specific role responsibilities have not been created. A president and secondary leader must be identified per Student Activities' student organization registration requirements. It is the responsibility of the organization to refer to their constitution to determine which additional positions will make up the community council executive board and how to organize the council to fully meet the expectations below.

Required Executive Board Positions:

- **Black Student Association (BSA) Representative:** Each community council must identify an executive board or general body member to attend BSA meetings to serve as the BSA Representative for that council. Responsibilities fulfilled by this role include attending a minimum of three BSA meetings per semester, collaborating with BSA on one event per academic year, and promoting BSA in their residential community. The BSA representative must be able to attend at least three BSA meetings which are held on Thursdays at 7 pm.
- **Sustainability Chair:** Each community council must identify an executive board or general body member to serve as a Sustainability Chair. Responsibilities fulfilled by this role include attending monthly Sustainability Chair meetings, recruiting other residents of the hall/complex to form that hall's "Green Team," and hosting two programs per semester. Reach out to Tom Reeves.5 with any questions.
- **Residence Halls Advisory Council (RHAC) Senator (1 per building/complex):** Each Community Council must send at least one executive board or general body member per hall to attend RHAC meetings and serve as the RHAC Senator for that hall. Please note that failure to meet this expectation may result in loss of RHAC Grant funding. Responsibilities fulfilled by this role include attending RHAC meetings to act as a liaison between their hall and RHAC, advertising RHAC events, and serving on RHAC committees if interested. Committee work is held outside of RHAC meetings and lasts for one hour each week. The RHAC Senator must be able to attend RHAC meetings on Tuesdays from 7:00-8:00 pm. [Please refer to this list](#) to see how many RHAC senators are needed within your Community Council (please note that this list could change based on re-structuring happening in Res Life).
- **Multicultural Understanding through Non-traditional Discovery Opportunities (MUNDO On-Campus Ambassador)(MOCA):** Each community council must identify an executive board or general body member to attend MUNDO meetings and events by serving as a MUNDO On-Campus Ambassador. Responsibilities fulfilled by this role will include helping to actively recruit for MUNDO; making sure their hall communities and councils are aware of MUNDO meetings and events; actively participating in weekly MUNDO General Body Meetings and other MUNDO events/programming; and performing other duties assigned by the Nontraditional Discovery Opportunities (NDO) Student Learning Facilitator. Reach out to Julio Mayo.2 with any questions. MOCAs must be able to attend MUNDO meetings on Mondays from 6:30-8:00pm.

Expectations:

- Community Councils will be primarily responsible for organizing and implementing social programming. Educational programming will be the focus of RAs and senior staff. Community Councils can connect with advisors if they desire to create programming outside of the social aspect.
- Each community council 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).

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- Each community council 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 community council President and Treasurer must electronically submit an Organization Transition Report by April to their senior staff advisor to help keep records for future leaders.
- Each community council must host at least two general body meetings each month.
- Each community council must host at least two executive board meetings each month.
- Community council programming should align with Residence Life's values and community councils will be primarily responsible for organizing and implementing building-wide social programming.
- Each Community Council must complete an eRezLife entry for all programs. Check out the tutorial for instructions: <https://involvedliving.osu.edu/posts/documents/erezlife-tutorial.docx> We ask this of our organizations so that we have assessment data when Ohio State leadership ask us what we are providing in our residence halls.
- Each Community Council must approve all expenses prior to spending through voting procedures that is open to general body discussion and voting.
- Using a variety of marketing strategies, each Community Council must communicate Community Council events to the general body no less than seven (7) days prior to: the event/program and voting intentions. Meeting minutes must be available to the general body and advisor no later than seven (7) days after the meeting.
- Each Community Council must complete one service program per academic year.
- Each Community Council executive board member must attend the Involved Living Leadership Conference on **Sunday, October 10, 2021**.
- Before the end of January, each Community Council must collaborate with a senior staff advisor to organize and host an internal leadership development and calendar planning retreat.
- Each Community Council is encouraged submit at least two "Of The Month" NRHH recognition online submission entries per month.

Involved Living Organization (ILO) Expectations

Involved Living Organization Advisor Expectations

- A. At least one senior staff advisor must be present at each executive board meeting, organization meeting, and program.**
- Help the organization keep records of meeting notes, pictures from events, and assess each event after it has happened. These items will be crucial for your organization report at the end of the year.
 - We ask this of advisors partially because no financial decisions can be made without you present at meetings. It is also because your ILO should feel like a priority and feel supported by their advisor(s).
- B. Senior staff must assist ILO in completing student organization registration requirements through Student Activities**

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- Residence Life staff will work with ILO primary leaders to update the General Information, Roster, Constitution, and Goals for each organization through the student organizations management system.
- Only listed primary leaders can see all of the org data that needs to be completed.
 - “Primary Leaders” are typically the President and Treasurers who can then updated items for the org within the student org management system.
 - The leadership & Involvement Specialist will give all advisors access to their communities, but advisors will need to add their primary leaders.
 - Advisors will need to work with the students during a 1:1 to go through registration needs.
- Registration details can be found here:
 - https://activities.osu.edu/involvement/student_organizations/registration/

C. A senior staff advisor must oversee the recruitment process for Involved Living Organization executive board members, but the process will be created by the exec board.

- Once recruitment procedures and timelines are determined, the process details should be emailed to the Leadership & Involvement Specialist.

D. Senior staff advisors must meet one-on-one with all executive board members on a biweekly basis, at minimum. Specific outlines for conversations with executive board members are as follows:

- **President One-on-one:** Review the president’s agenda for upcoming executive board and general body meetings; reflections for how the president will engage and encourage participation from their executive board peers; preemptive academic and conduct wellness conversations; opportunities for collaboration with other ILOs and Community Councils, and how the president’s plans to ensure accountability and delegation of responsibility for ongoing projects. This role should be advised by a Residence Life ILO advisor and not an external advisor.
- **Treasurer One-on-one:** Review audits of organization income and expenses; review of funding requests that will be brought to the executive board and/or general body for discussion and voting; review of how the treasurer intends to share financial reports; preemptive academic and conduct wellness conversations; and review of planned expenses to occur between one-on-one meetings. This role should be advised by a Residence Life ILO advisor and not an external advisor.
- **Other positions:** Senior staff advisors must meet one-on-one with executive board members to discuss a review of that member’s performance of their primary responsibilities and discussion of academic and conduct behavior, as appropriate.

E. A senior staff advisor must review financial ledger with the treasurer on a biweekly basis, at minimum, using the ledger, as well as any other optional fiscal resources you find helpful.

- Fiscal resources can be found on the University Housing shared drive (UH drive) in the "UH Leadership and ILOs" folder. This drive can only be accessed on a Residence Life desktop.
- All financial decisions should be approved by students as the money we receive comes from their student fee and because our organizations are student led.

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- Updated ledgers are to be uploaded to the UH Drive by an ILO advisor by the first Friday of each month.

Monthly ledger	Due Date
September	Friday, 10/8
October	Friday, 11/5
November	Friday, 12/10
December	Friday, 1/7
January	Friday, 2/4
February	Friday, 3/4
March	Friday, 4/8
April	Friday, 5/6
May/EOY	Friday, 5/20

- At the end of each semester, the Leadership & Involvement Specialist will check in to see how the organization is doing, talk about finances for your organization and future plans.

F. All advisors must complete Advisor Training hosted by Student Activities by the fall registration deadline (Oct. 30).

- Note: Student Activities' Advisor Training is separate from Residence Life facilitated training. Both are required for advising an Involved Living Organization.
- Advisors selected after Oct. 30 must complete Advisor Training by the spring registration deadline (April 15). Advisors may not fulfill their responsibilities until Advisor Training has been completed.
- Advisor Training hosted by Student Activities must be completed every two years.
- Advisors who have never been registered with Student Activities as an advisor must attend Student Activities' Advisor Training at an in-person (or potentially virtual) session.
- Advisors who are already registered with Student Activities as an advisor and has attended the in-person session may "renew" their Advisor Training online. Visit https://activities.osu.edu/involvement/student_organizations/registration for more information.

G. A senior staff advisor must collaborate with the organization to organize a spring retreat for that specific Involved Living Organization executive board.

- The retreat must be completed before the end of January and must include a leadership development component and calendar planning to organize the ILO's spring semester plans. This retreat is separate from the ILO Retreat that happens in April for incoming executive boards members which occurs at the end of spring semester.

Involved Living Organization (ILO) Expectations

- 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 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 is encouraged to have their executive board members attend the Involved Living Leadership Conference on **Sunday, October 10, 2021**. Your ILO also has opportunities to present a session at this conference if they're interested. Contact the wheeler.1110@osu.edu if interested.
- Each ILO must electronically submit an Organization Transition Report by 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.
- Each ILO must host at least two general body meetings each month.
- Each ILO must host at least two executive board meetings each month.
- Each ILO must approve expenses prior to spending.
- Each ILO must provide information to the Leadership & Involvement Specialist about events for the Involved Living Newsletter and Calendar.
- Using a variety of marketing strategies, each ILO must communicate events to students no less than seven (7) days prior to: the event/program and voting intentions. Meeting minutes must be available to the organization and advisor no later than seven (7) days after the meeting.
- Each ILO should maintain an electronic database of photos and digital fliers used throughout the year to include in the end of year organization report.
- Each ILO must complete one service program per academic year.
- Before the end of January, each ILO must collaborate with a senior staff advisor to organize and host an internal leadership development and calendar planning retreat.
- Each incoming ILO executive board member must attend the ILO Retreat held at the end of spring semester. This is separate than the executive board only retreat held at the *start* of spring semester.
- Recruitment of a new executive board for the following academic year, must be completed in the spring semester prior. Additionally, spring recruitment must be completed prior to the Involved Living Organization Retreat held at the end of spring semester. Only if vacant positions still exist can there be a fall recruitment process that can be initiated to fill remaining vacancies.
 - Due to agreements with Housing, RHAC and BSA need to have their 2020-2021 executive board recruitment completed in early February. This date may change to align with when returning students need to submit their housing contracts. Rosters should be sent to Toni Greenslade-Smith.1@osu.edu.
- Fall recruitment must be completed by October 30. Final rosters must be sent via email to the Leadership & Involvement Specialist and senior staff advisors. 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.

Social Media Guidelines

The following guidelines are meant to serve as policy considerations as our social media practices continue to evolve as well as to provide some best practice expectations for staff. This guide serves to cover all official/departamental social media outlets or websites.

Policy Considerations

- **Social Media Restrictions**

It should also be noted that Snapchat accounts are not allowed for our residence halls or our organizations.

- **Staff Access**

Only senior staff members will create and manage official hall/complex pages. Student staff may only post to official pages via their supervisor(s) using event pages.

- **Account Management**

Pages will be maintained by the current hall/complex senior staff and will be passed along each year as the official hall/complex page.

- **Acceptable Use**

Posts and comments should be limited to hall/complex/unit/university related information and not personal in nature.

- **Staff Conduct**

Personal social media accounts should not be used to disseminate information that is in any way business or position related. It should also be made clear to students that posts and comments on your personal profile in no way reflect the views of the department, etc.

- **Content & Legal Issues**

Comments by students should be monitored on a regular basis (at least every 24 – 48 hours). Those posts containing misinformation may be replied to and corrected as well as posts that have business related questions. Comments or posts by students should not be removed without direct authorization from the Director of Associate Directors of Residence Life. In addition, event group or other photos that contain students should be removed immediately if requested by the student. Whenever possible, prior permission from students should be obtained prior to posting photos.

- **Security**

Access passwords should be kept confidential except for the senior staff members of your hall/complex as well as your supervising Assistant Director.

- **Disclaimers**

Any official legal disclaimer(s) that need to be included on your page or in your messaging will be forwarded after further consultation with the Offices of Legal Affairs and University Communications.

Political Endorsements

- Students and advisors may not use their title nor that of an organization or entity falling under the umbrella of Involved Living Opportunity to endorse a candidate, issue or political party in any campus, local, state or federal election.
- Should you or your organization be unsure, we ask that you consult with Senior Leadership of the department prior to engaging in such activity.

Funding Policies

1. Use of Community Council and Hall funds may only be made in exchange for services rendered that exclusively benefits the residents of that residence hall or the funds are for a Community Council-specific program or the funds are for a collaborative event between the between that organization and another.

2. Use of ILO funds may only be made in exchange for services rendered that exclusively benefits the mission of the organization or is for an ILO-specific program or is for a collaborative event between the organization and another organization.
3. Collaborative events must be events planned in conjunction between the ILO and another group(s). Funds are not to be transferred to another organization.
4. Funding cannot be granted to support any activity contrary to the statutes of The Ohio State University, the State of Ohio, or the Federal Government.
5. Any Community Council funded event must have the Community Council graphic icon on all promotional materials used for the event. You can find that logo here: [U:\UH Leadership and ILOs\Access Documents You Need Here](#)
6. Any Involved Living Organization funded event must have its graphic icon on all promotional materials used for the event. You can find logos here: [U:\UH Leadership and ILOs\Access Documents You Need Here](#)
7. Except for general contingency funds for opening, funds cannot “promised” on a long-term or annual in advance of vote approved by the current members of a Community Council. Regardless of previous support for a similar or identical program in the past, each request must be made independent of another. ILOs and Community Councils may not bind a future executive board’s ability to make financial decisions.
 - All funds to Community Councils and ILO organizations come from Residence Life or fees collected from on-campus residents and therefore is “student money”. Thereby, all expenses using student money must be approved by the organization. Funds cannot be automatically set aside for senior staff or paraprofessional staff use without explicit and prior approval by the organization. Spend the funds from your current students to benefit them while they live with you.
8. The advisor(s) must approve all expenses before the funds are spent.
9. Debit cards, checks, and any other tool used to disburse funds must be stored with the ILO advisor.
10. Community Councils and ILOs cannot give monetary contributions from their account to charities (only if it is all fundraised) or help fund campaigns and purchasing physical items with Residence Life or student fee funded money.
11. Contingency funding for opening for the following academic year may be approved by the existing organization. All expenditures in this category must be tracked using the Audit Report and reviewed with the incoming treasurer and supervising Assistant Director.
12. Checks issued to recipients must have two (2) authorized signatures; ideally, one from an advisor and one from the student organization treasurer.
13. Checks issued to recipients must be signed for to document that the check was received.
14. Monies collected from students may only be collected using BuckID Readers if going into a Residence Life account. BuckID Readers can be requested from a Residence Life Business Manager.
15. Any time funds are withdrawn, it must be noted in the ledger.

Prohibited Expenditures

These guidelines relate to every student organization. No student activity fee funds may be used for the following:

- **Revenue creation:** Programs that profit the organization or individual student(s). Any proceeds from a ticketed program (including ticket sales, entry fees, participant fees and sponsorships) must be put towards the cost of the program or donated to a charitable cause (501(c)(3)). Organizations classified as a 501(c)(3) may not retain or receive proceeds from any program or event funded by the student activity fee.
- **Items prohibited by state law and university policy:** E.g. alcohol, firearms, tobacco, and illegal substances, lottery tickets, promotions offered through D-Tix Discount Ticket Program, and contractually prohibited products.
- **Non Coca-Cola Products**
- **Donations:** Direct monetary donations to charitable organizations or individuals not associated with the costs of a service project; purchase of items to be directly donated to a charitable or other organization.
- **Payments to individuals:** Fees paid to any individual, including students, for his/her services except for any purposes specified in fundable programming expenses. This includes salaries, monetary awards or prizes, fees, loans, stipends, fellowships, and scholarships.
- **Payments to organizations:** Fees paid to other registered student organizations for performances or speakers at programs and events
- **Financial Contributions to Other Organizations:** Requests for funding submitted on behalf of another organization, where collaboration/co-sponsorship is not evident. Collaborative programs must give evidence of active involvement of all sponsoring organizations. Co-sponsorship is more than just a financial subsidy and should entail a partnership in resources and planning between organizations.
- **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
 - Personal phone charges
 - Printing of resumes and duplication of course materials
- **Equipment and software:** Costs associated with purchasing equipment, or software for the organization, including portable drives, PDAs, etc.

Voting Policies

1. Executive boards (and general body members when appropriate) must vote to ratify the academic year budget, all funding expenditures, and changes to the constitution by a majority vote.
2. The executive board may veto any decision ratified by the general body with a unanimous vote. However, general body may then choose to overturn the executive board veto by a vote of at least two-thirds of the full general body membership.
3. Each member (general body or executive board) that is present during a voting session will have one vote.

4. With the exception to break a tie vote, Presidents may not vote on organization matters.
5. Advisors may not vote on organization matters.
6. Advisors may not overturn an organization's vote to take no action nor compel the organization to perform a task not outlined in the Involved Living Handbook.
7. Advisors have the power to veto or overturn an affirmative vote. Challenges to a veto can be brought by the executive board to the Leadership & Involvement Specialist for final review.
8. At minimum, five members with voting privileges and one senior staff advisor must be present in order for a vote to take place. If this attendance requirement is not met, approval must be received from the Leadership & Involvement Specialist prior to moving forward with the vote.

Executive Board Member Eligibility

Community Council

1. All Community Council executive board members must reside in the residence hall complex of the Community Council that governs them.
2. All Community Council executive board members will serve as a positive role model by presenting themselves professionally in the OSU community. This expectation includes, but is not limited to, social media presence, behavior in the halls and off campus.
3. All Community Council executive board members must maintain in good standing with the university by obeying the Student Code of Conduct and the Residence Hall Handbook for the duration of their appointment. If an executive board member's behavior leads to a probationary status with the university, they may be subject to removal from their position.
4. All community council executive board members must attend the Involved Living Leadership Conference in the Fall; absences must be approved by the primary senior staff advisor. Unapproved absences may result in immediate removal from office.

Involved Living Organizations

1. All ILO executive board members must maintain at least a 2.5 semester and cumulative point average for the duration of their appointment.
2. All ILO executive board members will serve as a positive role model by presenting themselves professionally in the OSU community. This includes, but is not limited to, social media presence and behavior in the halls, and off campus.
3. All ILO executive board members must maintain in good standing with the university by obeying the Student Code of Conduct and the Residence Hall Handbook for the duration of their appointment. If an

executive board member's behavior leads to a probationary status with the university, they may be subject to removal from their position.

4. ILO executive board members must attend the ILO Retreat in April; absences must be approved by the primary senior staff advisor. Unapproved absences may result in immediate removal from office and loss of all associated benefits tied to the position.
5. If mandated by the constitution of the ILO or hosting the Student Life Department, specific executive board members must reside on-campus for the duration of their position.

Student Travel

Effective July 1, 2021, the university will allow business-related travel in line with updated health and safety requirements and our continued focus on fiscal responsibility.

Faculty and staff are expected to exercise prudent fiscal management when considering FY22 travel arrangements to determine whether in-person or virtual attendance at any event, program or other circumstance will be most effective.

Special Notes:

The following trip planner checklist is for senior staff reference when traveling with students. It should always be used in consultation with the Residence Life Office and Business Managers.

All trips must be on file with the Office/Business Manager regardless of the funding source for the trip. This includes trips occurring as a result of a collaboration with another organization, office, or department. All trips must have a completed Student Travel Pre-Travel form completed and post-trip email submitted to the Office/Business Manager.

*Peter Hansen, Office Manager, oversees the student travel process.

1. Pre-Travel Task: **Identify budget**

Common details that inform the budget needed for a trip:

- Number of students traveling
- Number of staff members traveling
- Travel dates
- Travel destination(s)*
- Hotel & Lodging
- Transportation
- Admission Tickets
- Meals
- Gratuity
- Staff Per diem needs
- Student contributions**

Determine if any of the above expenses are tax-exempt eligible; please note that ILOs are **not** tax-exempt organizations.

*For international travel destinations, you must consult with the Office of International Affairs (OIA) for special trip planning needs. It is recommended to have OIA requirements completed at least 90 days prior to date of departure. For all destinations, be mindful of notices from the Center for Disease Control and United States Department of State for alerts and warnings regarding healthy and safety.

**If students will be asked to pay for a portion of the trip cost, identify what those costs should be. Because funding comes from fees paid by students who live on-campus, participants who live off-campus will be required to pay a higher contribution. A clear timeline should be established and published to communicate with students how much they will need to pay and the deadline for those payments to be made.

2. Pre-Travel Task: **Secure funding for trip**

Research and apply for funding for the trip. Funding allocated from any ILO or Community Council must be approved by the senior staff advisor and student members. Some external funding options are listed in the

Student Resource Guide. Funding allocated from the Department of Residence Life must be approved by a member of the Leadership Team; consult with the supervising Assistant Director prior to moving forward.

3. Pre-Travel Task: **Complete the Student Travel Pre-Travel Form**

Only senior staff members can complete and submit pre-travel documents.

See Appendix 19 for a completed sample of the form. Once completed, the form should be reviewed and signed by the supervising Assistant Director.

Student Travel Pre-Travel Form Notes:

- You will be asked Workday FDMs (chartfield) information. If you don't know what your Workday FDMs are please consult with the supervising Assistant Director or an Assistant Director for Academic Initiatives. Workday FDM's should only be listed if funds for the trip are coming from a university account being requested through the Workday system. Only the following organizations have operating Workday FDMs funding: OWL program, R-LEAD, MUNDO, and Off The Lake. If the trip is only using Community Council funds, then the trip coordinator is responsible for issuing payments directly to vendors.
- The payment overview should reflect where all money for the trip is coming from, including grants from other organizations and contributions (if any) received from students who are traveling.
- Much of the funding information can be estimates; however, the budget for the trip should be as accurate as possible.

4. Pre-travel Task: **Email Residence Life Office/Business Manager**

Email the Office/Business Manager copies of completed and signed Student Travel Pre-travel form and, if applicable, the Motorpool/Bus Request Form. In the body of the email, specify whether or not you will be traveling outside of Franklin County. If so, the Office/Business Manager will need to initiate the T number process for you.

5. Pre-travel Task: **Meet with the Residence Life Office/Business Manager at the Mendoza Office**

A meeting between the trip coordinator and the Office/Business Manager is mandatory. At this meeting, the Office Manager will review the forms with you and help guide you through additional next steps as needed.

This meeting is also the time to talk with the Office/Business Manager about spending options while on the trip using Workday FDM funding.

6. Pre-Travel Task: **Initiate contact with vendors to secure services and tickets for the trip.**

7. Pre-travel Task: **Invoices and Contracts**

Gather all invoices for any excursions no later than 30-45 days from departure. Invoices should be given to the Office/Business Manager the same day they are received.

If the hotel identified for the trip has a contract that requires signature, immediately send it to the Office/Business Manager and inform them of the signature deadline. Students, student staff, Assistant Hall Directors, and Hall Directors **cannot** sign contracts.

8. Pre-travel Task: **Receive student payments**

Funds collected from students can only submit payments using BuckID cash. BuckID machines must be requested from the Business Manager. Only one BuckID machine can be used per event. For example, if two trips are being planned, a separate BuckID machine must be used for each trip. See Appendix 18 for instructions for using the BuckID machines.

9. Pre-travel Task: **Finalize logistics**

Finalize all scheduled events and departure time no later than two weeks prior to the event.

Complete all final travel materials (Emergency contact lists, cell phone numbers, room assignments, what to bring, etc.).

10. Pre-Travel Task: **Host a Pre-travel Meeting for Students**

During the meeting, students should receive a copy of the travel itinerary, complete any final payments for the trip (if any) and complete a Travel Waiver form. Two copies of the Travel Waiver Form should be made; one to be left at the residence hall's front desk, one to be taken with the trip coordinator on the trip itself. The original copies should be given to the Office/Business Manager.

11. Travel Task: **Save all receipts for any purchases**

12. Post-Travel Tasks: **Email the Administrative Associate**

Send an email to the Office/Business Manager; the email should consist of:

Attachments: Scanned copies of the all Travel Waiver Forms and Receipts of purchases made while traveling.

Subject line: Trip Destination and Organization Name

Email body:

- Was there a service component associated with the trip?
- # of students who attended trip
- # of staff who attended trip
- Total cost of the trip
- Price each student paid
- Participant list

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Involved Living & Leadership Calendar of the Year

Mon. – Sat. August 16 th -21 st , 2021	Move-In Timeline
Friday, August 20 th – 29 th , 2021	Welcome Week
Tuesday, August 24 th , 2021	Classes Begin
Monday, September 6 th , 2021	Labor Day (no classes, offices closed)
Friday, October 1 st , 2021	Community Council Exec Board Roster Due
Friday, October 8 th , 2021	September Ledger Due (access UH drive from desktop)
Mon., 10/4 – Fri., 10/8, 2021	Student Life Leadership Week
Sunday, October 10 th , 2021	Involved Living Leadership Conference (for any student interested)
Thurs., 10/14 – Sun., 10/17, 2021	Fall Break (no classes, offices open Thurs & Fri)
Saturday, October 30 th , 2021	Fall Registration Deadline for Student Organizations
Saturday, October 30 th , 2021	ILO President, ILO Treasurer, and ILO Advisor Training Due
Friday, November 5 th , 2021	October Ledger Due (access UH drive from desktop)
Thursday, November 11 th , 2021	Veterans Day (no classes, offices closed)
Wed., 11/24 – Sun., 11/28, 2021	THANKSGIVING BREAK (no classes, offices open Wednesday)
Thursday, November 25 th , 2021	Thanksgiving Day (no classes, offices closed)
Friday, November 26 th , 2021	Indigenous Peoples' Day observed (no classes, offices closed)
Friday, December 10 th , 2021	November Ledger Due (access UH drive from desktop)
Fri., 12/10 – Thurs., 12/16, 2021	FINALS WEEK
Fri., 12/17, 2021 – Sun., 1/9, 2022	WINTER BREAK
Friday, January 7 th , 2022	December Ledger Due (access UH drive from desktop)
Monday, January 10 th , 2022	Spring Semester Classes Begin
January 2022	Host Spring Retreat for your ILO exec board (before 1/31)
Monday, January 17 th , 2022	Martin Luther King Day (no classes, offices closed)
Friday, February 4 th , 2022	January Ledger Due (access UH drive from desktop)
Early February 2022 (typically around 2/11)	ILO Exec Recruitment Deadline for RHAC + BSA (Toni Greenslade-Smith.1 to determine exact date)
Friday, March 4 th , 2022	February Ledger Due (access UH drive from desktop)
Sat., 3/12 – Sun., 3/20, 2022	SPRING BREAK
Late March or early April	Residential Leadership Awards
Friday, April 1 st , 2022	ILO Exec Recruitment Deadline (non-housing affected)
Early to Mid-April, 2022	ILO Retreat (for incoming '22-'23 execs)
Friday, April 8 th , 2022	March Ledger Due (access UH drive from desktop)
Wed., 4/27 – Thurs., 5/3, 2022	FINALS WEEK
Friday, May 6 th , 2022	April Ledger Due (access UH drive from desktop)
Friday, May 20 th , 2022	EOY Ledger Due (access UH drive from desktop)

Recruitment Information to Collect

For both a selection and election process, be sure to set up a clear entry point for students to start the recruitment process. For a selection process, that may be in the form of an application. For an election process, that may be in the form of an interest card. For both, be sure to collect the following information from students during the recruitment process: ** means that the question should be optional

- First Name
- Preferred Name **
- Last Name
- Pronouns**
- Residence Hall Assignment & Room #
- OSU Email Address
- Position(s) they are applying for
- T-shirt Size
- Dietary Needs
- Academic Class Standing
- Inform them of the Involved Living Leadership Conference requirement

Community Councils will have a centralized application that the Student Involvement & Leadership Committee will oversee, so AHDs don't have to worry about that as it's already been created.

- AHDs will need to add their available Community Council positions to the shared document by 8/16, which will be linked in the Qualtrics CC application.

Suggestions for Marketing Outreach

- Host a tabling session during move-in, first week of classes and at other high traffic times within your community
- Host a Community Council information session to help inform residents on available position
- Provide recruitment applications at the desk and have ready by move-in day
- Talk with your peers & specialists about successful tools they have used
- Send a building wide email to residents highlighting the opportunity before move in, during welcome week before your first meeting, and later on.
- Forward the Involved Living Newsletter to students to share ILO and other leadership events and opportunities.
- Submit events to Involved Living Calendar/Newsletter here: go.osu.edu/ILCalendar
- Encourage paraprofessional to announce opportunities at floor meetings, desk shifts, one on one conversations and at the start of a program.
- Post fliers and posters announcing the opportunity.

Community Council Recruitment Timeline

Calendar Day	Monday 8/16	Tuesday 8/17	Wednesday 8/18	Thursday 8/19	Friday 8/20	Saturday/Sunday 8/21-22
Things to Do:	CC Centralized App OPENS, Move-In	Move-In, start to promote getting involved in Community Council (post positions you'll have for your community)				
	Monday 8/23	Tuesday 8/24	Wednesday 8/25	Thursday 8/26	Friday 8/27	Saturday/Sunday 8/28-29
Things to Do:	Host at least one Community Council Info Session this week and promote the Community Council application and positions for your CC.					
	Monday 8/30	Tuesday 8/31	Wednesday 9/1	Thursday 9/2	Friday 9/3	Saturday/Sunday 9/4-5
Things to Do:	Continue to promote for Community Council through social media, emails, etc.					
	Monday 9/6	Tuesday 9/7	Wednesday 9/8	Thursday 9/9	Friday 9/10	Saturday/Sunday 9/11-12
Things to Do:	Continue to promote for Community Council through social media, emails, etc.					
	Monday 9/13	Tuesday 9/14	Wednesday 9/15	Thursday 9/16	Friday 9/17	Saturday/Sunday 9/18-19
Things to Do:	Continue to promote for Community Council through social media, emails, etc. Last big push to recruit.					CC Centralized App CLOSES 11:59pm on Sunday
	Monday 9/20	Tuesday 9/21	Wednesday 9/22	Thursday 9/23	Friday 9/24	Saturday/Sunday 9/25-26
Things to Do:	Review Applications. Schedule and conduct Interviews for Executive Board positions (if applicable).					
	Monday 9/27	Tuesday 9/28	Wednesday 9/29	Thursday 9/30	Friday 10/1	Saturday/Sunday 10/2-3
Things to Do:	Review Applications. Schedule and conduct Interviews for Executive Board positions (if applicable).				Community Council Rosters DUE	
	Monday 10/4	Tuesday 10/5	Wednesday 10/6	Thursday 10/7	Friday 10/8	Saturday/Sunday 10/9-10
Things to Do:	Host an executive board meeting sometime during this week. The Involved Living Leadership Conference is NOT considered Community Council training and that should be done on the council level. Please reach out to the Leadership & Involvement Specialist if you have questions or would like assistance.					E-board must attend ILLC

ORGANIZATION TRANSITION REPORT

The following content items are to be included in the organization transition report. Once completed, copies should be submitted to the Leadership & Involvement Specialist, primary advisor, and incoming president for the organization (if applicable).

Organization Name: (As listed in the [Student Organization Directory](#))

Nickname:

I. Copy of Constitution

- a. This should reflect the constitution currently on file with Student Activities accessed through the online student organization management system.

II. Officer Job Description

- a. Include officer titles and how organization duties were organized amongst officers.

III. Goals & Objectives

- a. As reported to Student Activities through the online student organization management system.

IV. Year in Review

a. Recruitment

- i. Timeline for recruitment (start of advertising, first meeting, when execs were appointed, etc.)
- ii. Posters/social graphics/etc.
- iii. Application
- iv. Selection/Election process and how that worked.

b. Calendar of the Year

- i. Please share a list of events or how often certain meetings or events happened.

c. Event Summaries

i. Program Title

1. Date & Time
2. Location
3. Planning Elements
4. Review of program

ii. Program Title

1. Date & Time
2. Location
3. Planning Elements
4. Review of program

iii. Program Title

1. Date & Time
2. Location
3. Planning Elements
4. Review of program

d. Lessons Learned

- i. Talk about tips you've learned working with this org in your community/communities.

e. Additional Information & Tips

- i. Think about what would help the next person coming in to know.

V. Financial Information

a. Contingency Funds

- i. Explain what was set aside for the first 6 weeks for the next academic year.

b. Ledger

- i. Include links to your ledger

c. Financial Procedures

- i. Explain how you set up financial procedures to work best for your community

DIRECTORY UPLOAD				
Document	Frequency	Where to ACCESS document?	Save document as:	Where to UPLOAD document?
Assistant Director Fiscal Checklist	Once a semester	U:\UH Leadership and ILOs\Access Documents You Need Here\Financial Documents	Month-AD-Building/ILOName.pdf	U:\UH Leadership and ILOs\Financial Uploads\SELECT ACADEMIC YEAR \Audit Reports
Ledger	Monthly	U:\UH Leadership and ILOs\Access Documents You Need Here	Year-Semester-Building/OrgName.xlsx	U:\UH Leadership and ILOs\Financial Uploads\SELECT ACADEMIC YEAR
Check Release Form	As needed	U:\UH Leadership and ILOs\Access Documents You Need Here	Not applicable	Save as PDF; add PDF to last page of Audit Report and upload with the monthly Audit Report
Organization Transition Report	Once – April 1	U:\UH Leadership and ILOs\Access Documents You Need Here	YEAR-Building/ILOName.docx or pdf	U:\UH Leadership and ILOs\Minutes & EOY Report Uploads\SELECT ACADEMIC YEAR \Organization Transition Reports
Student Travel Pre-Travel Form	Prior to every student travel trip	U:\UH Leadership and ILOs\Access Documents You Need Here	Not applicable	Email to Office/Business Manager*
Student Organization Graphic Icons	As needed	U:\UH Leadership and ILOs\Access Documents You Need Here	Not applicable	Not applicable
Involved Living Handbook	As needed	http://involvedliving.osu.edu/admin/il-resources/	Not applicable	Not applicable

Marketing Guidelines for Community Council Apparel

1. If a Community Council is ordering apparel for their own members and they are not mentioning Ohio State they do not need to go through Student Life Marketing.
2. If Community Council is ordering apparel for their own members and mentioning Ohio State they should go through Student Life Marketing. They typically offer artwork like the format on the right unless there are specific requests. Contact our marketing specialist, Kit Lewis.1464@osu.edu, and submit a marketing request here: <https://studentlife.osu.edu/secure/marketing/>
3. If a Community Council is ordering uniforms for hall staff they need to go through Student Life Marketing.

